

Posted: Friday, February 03, 2012

NOTICE AND CALL OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold its first regular monthly meeting on
WEDNESDAY, FEBRUARY 08, 2012 at 7:00 PM
in the Town Hall at 409 Trinity Street

CLOSED SESSION BEGINS AT 6:30 PM

- I. CALL TO ORDER/ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. ADJOURN TO CLOSED SESSION
 1. Government Code section 54956.9(b)(3): Pending Litigation
 2. Government Code section 54957: Personnel Review
- IV. REPORT FROM CLOSED SESSION
- V. APPROVAL OF AGENDA
- VI. APPROVAL OF MINUTES - January 14, 2012 cc
- VII. COUNCIL MEMBER REPORTS, INCLUDING COMMITTEE ASSIGNMENTS
- VIII. ORAL STAFF REPORTS - Specific Department Reports, Planning Commission
- IX. ITEMS FROM THE FLOOR
(Three (3) minute limit per Speaker unless Council approves request for extended time.)
- X. CONSENT AGENDA
 1. Acceptance of maintenance responsibility for flowering trees along city streets from Garden Club.
 2. Proclamation 2012-01: Engineer's Week February 19th through 25th, 2012.
 3. Stormwater Management Improvement Project update.
 4. Update/Report on Prop 84 Implementation Grant Application
- X. DISCUSSION/ACTION AGENDA ITEMS
 1. Public Hearing on Water Rate Increase & consideration of adopting Resolution 2012-01: Amending Fees and Charges for Water Service.
 2. Discussion/Decision to renew City Manager Employment Agreement.
 3. Discussion/Decision regarding Van Wycke Trail closure.
 4. Update/Discussion regarding Water Plant Improvements.
 5. Discussion/Decision regarding contract with GHD to study possibility of roundabout at Trinity & Edwards.
 6. Update/Discussion regarding Treasurer's Report & mid-year Financial Report.
 7. Discussion/Decision to reconsider Event Host requirement for Town Hall events.
- XI. COUNCIL, STAFF, or PUBLIC REQUESTS FOR FUTURE AGENDA ITEMS
- XII. ADJOURNMENT

APPROVAL OF MINUTES FOR:

JANUARY 11, 2012CC:

Supporting Documentation follows with: 5 PAGES

MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL
WEDNESDAY, JANUARY 11, 2011

I. CALL TO ORDER/ROLL CALL

- Mayor Bhardwaj called the meeting to order at 7:00PM. Council members in attendance: Morgan, Miller, Bhardwaj, Davies, Fulkerson.
- City Staff in attendance: City Clerk Gabriel Adams, City Manager Karen Suiker, City Engineer Rebecca Crow and Josh Wolf.

II. PLEDGE OF ALLEGIANCE

III. ADJOURNMENT TO CLOSED SESSION

1. Government Code section 54956.9(b)(3): Pending Litigation

IV. RECONVENE TO OPEN SESSION

Nothing to report. No action taken.

V. APPROVAL OF AGENDA

Motion (Miller/Davies) to approve the agenda as written. Passed unanimously.

VI. APPROVAL OF MINUTES – December 14, 2011 cc

Motion (Fulkerson/Miller) to approve the minutes as written. Passed unanimously.

VII. COMMISSIONERS REPORTS

Miller: Attending the Trinidad Head Advisory Committee meeting. Reached a compromise on maintenance issues. Will forward recommendations to the Planning Commission for review and discussion.

Fulkerson: **HTA**: Bringing back Sunday service to Trinidad

Events: Announced piano concert to be held at the Town Hall on Sunday to benefit the library.

Bhardwaj: While Caltrans was performing construction under the freeway, a number of vehicles were ignoring the one-way traffic signs and compromised safety of on-coming traffic. Deputy Hicks responded immediately.

Davies: **RCEA**: PG&E nuclear facility on Humboldt Bay continues to decommission the site.

Morgan: Trinidad Art Gallery update.

VIII. STAFF REPORTS

Karen Suiker – City Manager

- Summarized staff report included in the Council meeting packet. Also noted the Water Department's response to heavy rains during the holiday. Ryan Desmet completed Grade II Treatment Certification, and Troy Ivie completed Grade III.

Richard Johnson – Planning Commission Chair

Trinidad Head maintenance discussion hearing will be held in February. Regular meeting in January will discuss General Plan.

IX. ITEMS FROM THE FLOOR

Jim Cuthbertson – Trinidad

Is trail maintenance on hold? Regarding water rates, I don't understand the protest process, and don't agree with the 2.5% annual increase.

Cindy Lindgren – Trinidad Area Resident

Stormwater improvement project is good for the City. However, there's no drill site proposed for Wagner Street. There should be a test well on Wagner.

X. CONSENT AGENDA

1. Staff Activities Report through December 2011
2. Financial Status Reports for November 2011

- *Motion (Miller/Fulkerson) to approve the consent agenda. **Passed unanimously.***

XI. AGENDA ITEMS

1. Discussion/Decision regarding contract documents related to Gateway Project.
City Manager Suiker and City Engineer Josh Wolf presented. At the meeting in December 2012, the Council authorized staff to proceed to construction of the Gateway Project that has been under planning and design consideration for several years.

Over the last several months, Winzler & Kelly assisted the City of Trinidad in securing an additional \$77,850 of High Risk Rural Road (HR3) grant funds (dollar amount includes a required 10% local match) to supplement the HR3, TE and local funds previously programmed for the project, bringing the new overall project budget to \$613,100. This overall budget is summarized below:

	TE Funding	HR3 Funding	Local Match	Total Funding
Preliminary Engineering		\$106,290	\$11,810	\$118,100
Construction Engineering		\$63,000	\$7,000	\$70,000
Construction Capital	\$120,000	\$274,500	\$30,500	\$425,000
Total	\$120,000	\$443,790	\$49,310	\$613,100

The goals of the additional HR3 funds are to:

1. Reimburse the City for the additional environmental work that was required by Caltrans for the project;
2. Cover the additional work needed and completed by Winzler & Kelly and provide additional funds to cover additional needed engineering and project programming related services; and
3. Expand the construction engineering services that were to be provided for the project so the City can provide appropriate construction oversight in accordance with the current Action Plan developed in cooperation with Caltrans. The additional funds will help ensure the City has adequate resources to administer the project and comply with applicable Federal laws, regulations and policies.

GHD has presented two contract documents related to this project to accomplish the above goals:

Amendment No. 2: This contract amendment removes the construction management services from their original scope of work (-\$35,000) and adds the additional engineering related services (\$+40,000) for a net increase in project budget of \$5,000. The intent of this amendment is to cover Winzler & Kelly for previous unbilled effort, and add budget to cover the effort necessary to finalize the design and move the project into the construction phase (which is basically anything prior to the project receiving the construction authorization from Caltrans).

Agreement for Construction Engineering Services: This is a new contract agreement for the construction engineering phase of work with an allowance of \$70,000 (to be provided on a time and materials, as-needed basis). This is broken out as a separate project to be able to provide the services on a time and materials basis. The services provided under this contract replace and expand the ones provided under the previous agreement (which Amendment No. 2 above will remove). These expanded services are intended to better assist the City with complying with Federal funding requirements and the City's Action Plan which Caltrans is requiring in light of deficiencies in the museum landscaping project that led to funding denial.

The overall project budget for programming/engineering/design/construction related services would be:

Original agreement	77,500
Amendment No. 1	35,600
Amendment No. 2	5,000
Construction Engineering	70,000

Total \$ 188,100

The services provided by Winzler & Kelly correspond to the approved HR3 grant and project budget amounts presented in the table on the first page.

The total local share for this project is \$49,310, of which, the City has already contributed \$4,250, leaving \$45,060 to be funded through the Proposition 1B allocation that must be expended by June 30, 2012.

There were no comments from the Council or public.

*Motion (Miller/Morgan) to authorize the City Manager to sign Amendment No.2 for \$5,000 and the Agreement for Construction Engineering Services for an allowance of \$70,000. **Passed unanimously.***

2. Consider installation of communication facility on Town Hall.

City Manager Suiker explained that T-Mobile has inquired about the possibility of installing one of its micro communication facilities in the City of Trinidad for servicing the area. Their preference would be to utilize the Town Hall structure to do so. This would entail leasing a 4' x 10' ground space directly behind the building to install an H-Frame to house their equipment. The lease area would be surrounded by a 6' high chain link fence with slats matching the building. The 2' long antennas would be mounted approximately 5' above the roof at their tip. To stealth their appearance, a fake chimney is proposed, which would presumably give a natural aesthetic appearance making the facility less noticeable. However, none of the project elements are yet set in stone, and can be modified through the review and approval process.

T-Mobile advises that radio frequency emissions at a facility such as this would be minimal, less than 5% allowed by the FCC based on other micro facilities in use.

This project would require design review by the Planning Commission as well as a Coastal Development Permit, with impacts to the historic character of Town Hall taken into consideration. CEQA may also apply, and T-Mobile will be responsible for all costs associated with processing an application. Because of the aesthetic and/or radio wave issues, this matter is being presented to Council in its early stage to allow for comments from the public and Council members. In addition, as the property owner, the City must authorize the application to be submitted. The result of this meeting will determine whether T-Mobile will incur additional expense to move this project through the permitting process. Note that City Council authorization for T-Mobile to submit an application in no way endorses the application or approves the project. If the project is approved by the Planning Commission (and is not appealed), a lease will still have to be negotiated between the City Council and T-Mobile to construct the project.

Matt Viesey, representative of T-Mobile explained that they are currently operating under roaming agreements with other providers for coverage in this area. These agreements will soon expire. T-Mobile finds it more effective and feasible to develop their own site instead of renewing roaming agreements. Micro-cells, he explained, are designed to require a very small footprint. The omni-antennas proposed will be disguised, and T-Mobile will employ every resource to ensure the historic character of the building is preserved.

Councilmember comments:

Bhardwaj: Questions about co-location requirements and if this site will be subject to additional providers being allowed. Will it open others up to the site if developed? **Viesey** was doubtful due to the space restraints. This is not a tower, he explained, and we have never experienced a "co-location rush" on any similar facilities developed.

Fulkerson: What is the state of technology? How long will it be useful, and when will it change? **Viesey** explained that carriers continue to offer more services, and consumers want more data. The operational footprint is shrinking, but there doesn't seem to be any technological advances that will make antennas obsolete. More antennas are being installed because there is a consistent, growing demand for data access via mobile devices. **Fulkerson** also asked what the income potential is for the city if the site is installed, and what would happen to T-Mobile service if the facility is denied. **Viesey** explained that lease negotiations are beyond his pay-grade, and if the site is denied and they can't find a viable option within the optimum range, then it's likely that T-Mobile coverage will simply not be available.

Morgan: Reminded the public that this is only a preliminary process. As property owners, the Council must decide tonight if they want to allow the process to proceed. The Planning Commission will take the project on, and hold public hearings if the Council agrees to move forward.

Public comment included:

Marie Garribedian – Trinidad Area Resident

Concerned with health effects that microwaves emitted by the facility will have on local youth and nearby residents. Also collected approximately 30 signatures of parents and residents who oppose the project.

Stan Binnie – Trinidad

Questions about AT&T and T-Mobile merger, lease term, setbacks from alley, and coverage requirements. Does Trinidad really need another service provider? **Viesey** explained that T-Mobile has very specific coverage objectives, and assured the Council that it would not be looking into Trinidad as an option if it wasn't a priority.

Jeff Musgrave – Trinidad Area Resident

Corporations don't care about people or aesthetics. Opposed the project for multiple reasons, including unknown health effects that the site would create.

Sarah (?) – Trinidad

I live in the Beachcomber apartments next to the Town Hall. I'm very concerned with the potential health issues related to the proposed site. Who is this site serving? The impact will be on us. I moved here to escape corporate influences. I oppose the project.

Jonas Acres – Trinidad Area Resident

Cell phone technology is tested on rats. Large corporations send their representatives dressed in regular clothes to small towns like Trinidad to convince us they have our best interest in mind. I oppose the project.

Brad Twoomey – Trinidad

U.S. Cellular proposed an accessory project on Trinidad Head back in 2004. They battled the Coastal Commission and lost. They got a roaming agreement with Verizon instead, and the City gets commission each month for the sublease. I object to T-Mobile's proposal.

Victoria Sackville-Rosen – Trinidad

I came with a song written in objection to the proposal. Taking a historic building and turning it into a cell-site is ridiculous. It is in a neighborhood. I won't stand for it. I'll get the press all over this if it proceeds, and start a campaign to end it. She finished by singing an opera-inspired tune filled with objections, and concluded by noting her electromagnetic sensitivities ☺.

Robin Fraser – Trinidad

Thanked the Council for bringing this forward for public review. Concerned with unknown health effects caused by cell-sites, and the proposed 30-year lease term.

Cindy Lindgren – Trinidad Area Resident

Opposed the project. Don't be tempted by the money.

Kim Tays – Trinidad

Various objections and criticisms of the proposal. Worried about health of neighbors and school children, the fake structure on the Town Hall, etc.

Charles Garth – Trinidad Area Resident

Towers on Trinidad Head put off serious vibes. T-Mobile must be making a film of this because it seems like a big joke. Opposes the project.

Joanne Grace – Trinidad Area Resident

Concerned with health hazards and opposed the project.

John Spyropolous – Trinidad

Oppose the project.

Aaron Hauser – Trinidad

I have a cell phone, and I love this building. Not cool to have a fake chimney without a real fireplace. I oppose the fake chimney.

Mareva Russo – Trinidad

Read 2 letters of opposition from residents Betsy Hagood and Ed Hanlon.

Westhaven resident Joanne Grace interrupted the meeting with various comments about procedure. Mayor Bhardwaj brought the room to order and called for a 5 minute break.

Council comment included:

Davies: Asked the audience not to pre-judge or accuse the Council of making decisions behind closed doors. The process is fair. He explained that the Council just found out about the proposal on Friday as well. The Town Hall is not an appropriate location for the project, and I don't want to see the project go forward. It will just extend the battle into a new forum.

Fulkerson: The Council listens to all sides of the argument, and weighs pros and cons. Please don't make assumptions about us. We also welcome visitors, like the representative from T-Mobile. We need to have a much broader discussion about cellular facilities in Trinidad. If all options are off the table then there might not be cell service in Trinidad, and we'll have a room full of angry people. I say NO tonight, but YES to a comprehensive discussion about this subject in the future.

Miller: This is a major issue. How many cell users are in the audience tonight? We all use cell phones. We can try to stop the technology, but it needs to be in someone's back yard. There are a number of issues to investigate, 1) Multiple locators, 2) Trinidad's premium location, and 3) Health hazards. I still want my cell phone. With all due respect to T-Mobile and compliments to the representative for presenting it to the Council, I'm not in favor of putting it on the Town Hall. BUT, where are we going to put them?

Bhardwaj: We are volunteers. We have to meet our own zoning ordinances, and we need to do more research on this problem. Back in 2004 I did extensive research on other cities developing cell site plans. I hesitate sending the applicant to the Planning Commission because we clearly have a battle in front of us. We need to start working on developing a plan for relocation, but I can't support sending T-Mobile forward with this project. **Morgan** agreed and supported the comments made by the Council.

By consensus, no decision was made and no action taken. Proposal fails for lack of endorsement.

Council requested the City Manager to report back regarding the current lease arrangement timeline with the Trinidad Head facility.

XII. COUNCIL REQUEST FOR FUTURE AGENDA ITEMS

XIII. ADJOURNMENT

- Meeting ended at 11:10 pm.

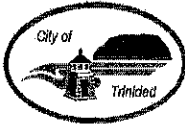
Submitted by:

Approved by:

Gabriel Adams
City Clerk

Kathy Bhardwaj
Mayor

DRAFT

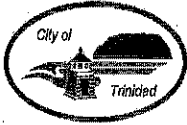


CONSENT AGENDA NOTES

SUPPORTING DOCUMENTATION FOLLOWS WITH: 0 PAGES

Note 1: *Staff Activities Report deferred to March meeting. Mid-Year financial report took priority. Updates on several projects are provided as individual agenda items.*

Note 2: *Consent Agenda Financial Reports deferred to Mid-Year report, Agenda Item 6.*

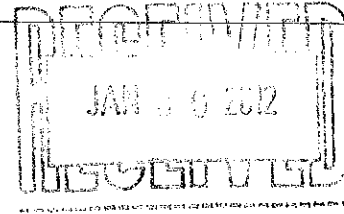


CONSENT AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

1. Acceptance of maintenance responsibility for flowering trees along city streets from Garden Club.

Trinidad City Council
409 Trinity St.
Trinidad, CA 95570



Dear Council Members,

In 1995, the Patrick's Point Garden Club undertook the ambitious project of planting twenty-five flowering cherry trees (*Prunus serrulata* 'Kwanzani') along the streets of Trinidad. In addition, crab apple and other trees were planted. The effort was funded by the Small Business Administration, the California ReLeaf Program, and by donations from individuals and from Trinidad businesses.

In recent years, this project has been continued with funding from a variety of sources. The continuation of the cherry tree project was supported by garden club projects such as the Trinidad Mothers' Day Garden Tour, The North Coast Garden Event, and June plant sales as well as by generous donations from community members and businesses.

Maintenance during the trees' early years consisted of watering, pruning, mulching and weeding. These duties were performed by garden club members along with other residents of Trinidad (collectively acknowledged as the Friends of Trinidad Trees). Historically, numerous tree planting projects throughout California fail, according to California ReLeaf, due to lack of continual care in the trees' early lives. With oversight from the Friends of Trinidad Trees, our trees have thrived and now require a minimum of care.

As the trees have matured, so have the garden club members. Active fund-raising is no longer occurring. Therefore, it is our desire that the City of Trinidad assume the responsibility for the cherry trees. This would involve a minimal amount of work, resulting in at least another 30 to 40 years of beauty for the city.

The Patrick's Point Garden Club would like to express our appreciation to Mary Wilbur as the initial project director. She conceived the idea, brought it to the city, and organized the activities necessary to carry it out.

We hope the city will have the vision and desire to continue the project.

Respectfully,

A handwritten signature in cursive script that reads "Patricia Chaney".

Patricia Chaney
President, Patrick's Point Garden Club

FAX

27 January 2012

To: City of Trinidad
409 Trinity Street
Trinidad, CA 95570
Fax 677-3759

From: Pat Chaney
Tel/FAX (707) 826-9120
Patricia4144@suddenlink.net

Ref: Cherry Tree Donation

Please find attached letter



CONSENT AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

2. Proclamation 2012-01; Engineer's Week February 19th through 25th, 2012.

TRINIDAD CITY HALL
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Kathy Bhardwaj, Mayor
Gabriel Adams, City Clerk



PROCLAMATION OF ENGINEER'S WEEK
FEBRUARY 19th through 25th, 2012

WHEREAS, America's Engineers transform ideas into reality, solving problems using science and technology to produce services and systems to better serve the needs of society; and,

WHEREAS, Civil Engineers serving the City of Trinidad, the State and the Country, work to design and construct the following types of projects:

- | | |
|----------------|------------------------------|
| ▪ Airports | ▪ Bridges |
| ▪ Roads | ▪ Buildings |
| ▪ Railroads | ▪ Water Systems |
| ▪ Harbors | ▪ Flood Control Facilities |
| ▪ Parks | ▪ Wastewater Treatment |
| ▪ Subdivisions | ▪ Seismic Safety Projects |
| ▪ Surveys | ▪ Environmental Enhancements |

WHEREAS, Civil Engineers strive for quality, economy and the betterment of life of our community; and,

WHEREAS, throughout the Nation the week of February 19th through the 25th 2012 is being recognized as National Engineer's Week, coinciding with George Washington's birthday, our nation's first engineer; and,

WHEREAS, throughout the year, the San Francisco Section of the American Society of Civil Engineers (ASCE) is celebrating its 108th anniversary,

NOW, THEREFORE, BE IT RESOLVED that the City of Trinidad in recognition of the contribution of Engineers to society and in an effort to promote the interest of the youth in the community in math, science and engineering, does hereby declare the week of February 19th, 2012 as Engineer's Week in the City of Trinidad.

Attest:

Gabriel Adams
Trinidad City Clerk

Kathy Bhardwaj
Mayor, City of Trinidad



CONSENT AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

3. Stormwater Management Improvement Project update.

CONSENT AGENDA ITEM

Date: February 8, 2012

Item: Stormwater Management Improvement Project

Background:

In June 2011, the City entered into a Grant Agreement with the State Water Resources Control Board for the Trinidad Storm Water Management Improvement Project Phase 1 (per Resolution 2010-09). The project was developed through the City's Integrated Coastal Watershed Management Planning process completed in 2008, and will result in improvements to the existing stormwater system to capture and treat stormwater runoff to reduce pollutant loading to Trinidad Bay and the ocean, as mandated by the State Ocean Plan.

A geotechnical investigation is in progress to develop a groundwater model for the Trinidad area, with the monitoring well drilling now completed. The draft conceptual design for the project will be completed in the fall. There will be a public meeting and discussions with stakeholders to refine the conceptual design.

January 30, 2012, City Engineer Steve Allen gave a Stormwater project presentation to the Trinidad Rancheria Tribal Council Meeting on, at their request. Mayor Kathy Bhardwaj and City Staff Becky Price-Hall attended as well. The tribal council expressed appreciation for the opportunity to become familiar with the Storm Water Project, and to discuss potential issues and possibilities for future collaboration. These issues include Rancheria and city stormwater infiltration at the beach and harbor parking areas, and potential state requirements for ASBS water quality monitoring.

The city occasionally need to seek the services of a cultural monitor, when engaging in ground disturbing activities, such as the drilling which occurred in January, and for the future Storm Water System improvements associated with this project. City Staff is developing the proper procedure/protocol for securing a cultural monitor.

Staff Recommendation: Receive and file.

Attachments: none



CONSENT AGENDA ITEM 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

- 4 Update/Report on Prop 84 Implementation Grant Application

CONSENT AGENDA ITEM

Date: February 8, 2012

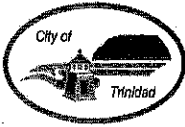
Item: Informational update on a concept proposal for a Prop 84 implementation grant submitted by Streamline Planning Consultants on behalf of the City of Trinidad on January 31, 2012

Background: This grant is another stormwater grant that will build on the current Prop 84 stormwater grant now being implemented by the City. Though the grant is focused on stormwater, we also included a task to inspect and repair septic systems that might be contributing surface water pollution to local creeks. Providing grant funding for this has been requested by the Council in the past. Other tasks include water quality monitoring, low impact development (LID) planning, design and implementation and public education. If the initial concept proposal is invited to submit a full proposal, a more detailed project description will come before the Council for approval. Some matching funds are required, but they will be minimal and will be provided through cost-sharing for septic repairs. The following paragraph is a brief summary from the grant proposal.

To address stormwater discharges of pollutants to the multiple creeks in the Trinidad Planning Area, the City is proposing to reduce contaminant loads through a variety of best management practices (BMPs), including source treatment and low impact development (LID) techniques, that capture, retain, infiltrate, and treat stormwater. This project proposes to identify and replace/repair malfunctioning septic systems correlated to waterway pollution, design permeable parking lots and public LID projects, update and adopt the draft Trinidad Stormwater Plan, and introduce and educate the public about implementing location-specific LID technologies and concepts. The project concept is to reduce the quantity and improve the quality of stormwater entering Trinidad and surrounding waterways. The ultimate goal is to eliminate the City's stormwater pollution and outfall.

Staff Recommendation:

No action is required; this is an informational update only. But if you have any questions, or would like to read the proposal that was submitted, contact City Planner, Trever Parker.



DISCUSSION AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES

1. Public Hearing on Water Rate Increase & consideration of adopting Resolution 2012-01; Amending Fees and Charges for Water Service.

DISCUSSION/ACTION AGENDA

Date: February 8, 2012

Item: Public Hearing on Water Rate Increase and Consideration of Resolution Adoption

Background: The Council has discussed various water rate scenarios over the last several meetings, and at the December, 2011 meeting, approved a proposed change in monthly water rates and directed staff to issue a Notice of Public Hearing to be held February 8, 2012 on the proposed water rate increase. A copy of the notice sent to all property owners and water customers is attached. At this public hearing, the council is to consider all protests against the proposed new rate structure, and if written protests are presented by a majority of the affected properties, the proposed rate change cannot be imposed.

As a reminder, the proposed rate structure approved by the Council will generate approximately \$50,000 through increased rates and provides for a uniform block rate with a \$40 monthly base and a 25% out-of-city differential, and a 2.5% annual increase to account for inflation.

Proposed Action:

1. Open the public hearing and hear all public testimony regarding the proposed rate increase and accept protest ballots;
2. Close the public hearing and direct the City Clerk to complete tabulation of the ballots, including those received during the public hearing (or continue to a future meeting to finish tabulating the ballots); and
3. If there is not a majority protest, adopt Resolution 2012-01 Amending Fees and Charges to be effective on the next billing cycle.

Attachment: Notice of Public Hearing
Proposed Resolution 2012-01



RESOLUTION 2012-01

A RESOLUTION OF THE TRINIDAD CITY COUNCIL AMENDING FEES AND CHARGES FOR WATER SERVICE

WHEREAS, the Trinidad City Council is authorized under the provisions of Ordinance No. 157 to amend water rates from time to time by resolution of the Trinidad City Council; and

WHEREAS, the Trinidad City Council has caused the completion of a water rate analysis to evaluate rate structures to adequately recover system operating costs and provide sufficient funds to meet system infrastructure improvement costs; and

WHEREAS, the City of Trinidad needs to raise water rates to meet expenditures to assure compliance with regulatory monitoring and treatment requirements and to provide funds for capital expenditures such as water line repair/replacement to minimize water losses between the treatment plant and household meters; and

WHEREAS, the proposed rate increases will provide approximately \$50,000 of additional water system revenues by the end of the first year; and

WHEREAS, the City Council has previously set February 8, 2012 as the date for a Public Hearing for consideration of a revised schedule of water rates and charges (including automatic adjustments to become effective each year); and

WHEREAS, a notice of the February 8, 2012 public hearing and of the proposed water rate increase and instructions to file a written protest was mailed to each water customer and owner of record 45 days in advance of the public hearing; and

WHEREAS, the City Council has considered all the protests against the proposed water rate increase, and less than a majority of owners have submitted valid protests; and

WHEREAS, the City Council desires to approve the proposed schedule of rates and charges.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Trinidad does hereby adopt the following rate structure to be established for the designated services:

	<u>Inside City Limits</u>	<u>Outside City Limits</u>
Base Charge	\$40.00 per month	\$50.00 per month
Consumption Charge	\$3.90 per 100 ft ³	\$4.88 per 100 ft ³
Annual Automatic Rate Indexing: Water rates will increase on July 1 of every year by 2.5%		

PASSED, APPROVED AND ADOPTED this 8th day of February, 2012 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Gabriel Adams
Trinidad City Clerk

Kathy Bhardwaj
Mayor



Notice of Public Hearing on Proposed Water Rate Increase

February 08, 2012 7:00 pm

Trinidad City Hall, 409 Trinity Street, Trinidad

Trinidad residents are encouraged to attend the public hearing for an opportunity to share their thoughts and comments with City officials regarding proposed water rate changes. Prior to recommending rate increases, City staff evaluates its service needs, mandated programs, and operations costs. This year the City is recommending rate increases to support the City's service obligations, appropriate staffing levels, capital reserves, and regulatory requirements.

You Can Be Heard

Under Proposition 218, if you object to the proposed rates as described below, you may file a written protest with the City at, or before, the time set for the public hearing. A valid protest must contain a description of the property (such as the address or AP number) and the name, address, and phone number of the signer(s). Protests should be mailed to: P O Box 390, Trinidad, CA 95570 or delivered to: City of Trinidad, 409 Trinity Street, Trinidad, CA. One written protest will be counted for each parcel that is mandated to comply with the proposed rates. If there is a majority protest filed from affected properties, the proposed rate changes will not be imposed.

Water Rates

The City of Trinidad needs to raise water rates. For the last several years the water fund has been operating under a deficit; to make up the difference the City has been dipping into financial reserves, which is not sustainable. The City is proposing to generate approximately \$50,000 per year beyond the existing rate revenue through the proposed rate increase. This will provide funding for the following: (1) a staffing increase that went into effect in September, 2010 to assure compliance with new regulatory monitoring and treatment requirements and continue successful efforts to address water losses between the treatment plant and household meters; (2) offset the loss of interest earnings due to decline of interest rates; (3) provide for about \$25,000 annually toward capital expenditures such as water line repair/replacement, grant match, or increasing reserves for future projects.

As part of the water rate process, the City evaluated customer water use. In 2010, September was the highest water use month with a median household water use of 700 cubic feet per month. December was the lowest use month with a median household water use of 300 cubic feet per month. Customers can find out their water use from looking at their water bill, which presents the meter readings and total cubic feet used at the top left side of the water bill. The change in rates for customers using 300 cubic feet and 700 cubic feet are presented in the table below. Additional change in rates for a 5,000 and 10,000 cubic foot user is also presented as reference for commercial and other large users.

CHANGE IN MONTHLY WATER RATES						
Usage (Cubic Feet)	Inside City Customers ¹			Outside City Customers ¹		
	Existing	Proposed	Change	Existing	Proposed	Change
300	\$34.98	\$51.70	\$16.72	\$52.43	\$64.64	\$12.21
700	\$45.02	\$67.30	\$22.28	\$67.59	\$84.16	\$16.57
5000	\$152.95	\$235.00	\$82.05	\$230.56	\$294.00	\$63.44
10000	\$278.45	\$430.00	\$151.55	\$420.06	\$538.00	\$117.94

¹ Rate differential between inside and outside City customers was reduced from 50% to 25%, which resulted in a greater increase in rates for inside City customers.

In an effort to assure all water customers and property owners are notified, you may receive two copies of this notice.

PROPOSED NEW WATER RATES

WATER SERVICE BASE RATE CHARGE

Inside City Water Connections	\$40/ month
Outside City Water Connections	\$50/ month

WATER SERVICE CONSUMPTION CHARGE

Inside City Water Connections	\$3.90/100 cubic feet
Outside City Water Connections	\$4.88/100 cubic feet

Rates will be increased annually by 2.5% to account for inflation. The rate adjustment will occur July 1 each year to match the City's fiscal year.

Conserve Water And Save Money

- **Your dishwasher:** Run it only when it's full. You'll save 2 – 4.5 gallons per load.
- **Brushing your teeth:** Turn the water off. You'll smile big when you save 2 gallons per minute.
- **Showers:** By shortening them, you can save 2.5 gallons per minute.
- **Washing clothes:** Wash full loads only and save 15 – 20 gallons per load.
- **Native plants:** Replace a portion of your lawn with climate friendly plants which require less water. Visit the North Coast Native Plant Society's Webpage for more information at <http://northcoastnps.org/>
- **Adjust your sprinklers:** To prevent wasting water and reduce runoff.
- **Reduce Evaporation:** Water plants and lawns only before 6:00 am and after 8:00 pm.
- **Replace Old Water Fixtures:** New plumbing codes were adopted in 1992 mandating more efficient water fixtures. Replacing an old toilet with a new 1.6 gallon per flush model can save 2 to 4 gallons per flush.
- **Improve Septic Tank Performance:** Water conservation in the home will help your septic system function properly by improving septic tank solids settling and reducing the solids in your drainfield.

1 cubic foot of water
equals 7.48 gallons

City of Trinidad

P. O. Box 390

Trinidad CA 95570

NOTICE OF PUBLIC HEARING ON WATER RATE INCREASE

February 08, 2012 7:00 pm

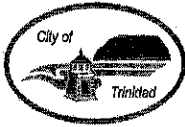
Trinidad City Hall, 409 Trinity Street, Trinidad

RETURN FOR POSTAGE

Name

Address

City, State Zip



DISCUSSION AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 8 PAGES

2. Discussion/Decision to renew City Manager Employment Agreement.

DISCUSSION/ACTION AGENDA

Date: February 8, 2012

Item: City Manager Employment Agreement

Background:

The attached Employment Agreement has been reviewed and approved by the City Attorney and continues the same conditions as the current employment agreement with a 2% salary increase as was granted other city employees at time of budget adoption. The term of this Agreement, which provides for a City Manager work schedule averaging 21 hours per week, would be from March 9, 2012 and lasting until March 8, 2013.

Proposed Action:

Consider approval of the City Manager Employment Agreement

Attachment

EMPLOYMENT AGREEMENT

This EMPLOYMENT AGREEMENT ("Agreement") is made and entered into on February 8, 2012, by and between the **CITY OF TRINIDAD, CALIFORNIA**, (hereinafter "Employer"), and **KAREN SUIKER** (hereinafter "Employee").

RECITALS

WHEREAS, the Employer desires to hire the Employee to perform the duties of City Manager for the City of Trinidad, California; and

WHEREAS, the Employer is represented in this Employment Agreement by its governing body, the City Council; and

WHEREAS, the Employee has significant applicable experience in local government and public sector management that qualifies her to perform the duties of City Manager; and

WHEREAS, the Employer and Employee have negotiated and agreed upon a job description, a compensation package, and an employment schedule that are acceptable to both parties, as well as to extend the parties' prior agreement as described herein.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

AGREEMENT

Section 1. DUTIES OF THE EMPLOYER

It shall be the responsibility of the Employer to provide timely support and assistance to the Employee in her role as the City Manager.

The Employer shall provide policy guidance to the Employee by ongoing acts of the City Council.

The Employer, as represented by the Mayor and four members of the City Council, shall assist the Employee in her role of assuming selected and designated functions which were previously the responsibility of the elected officials.

Section 2. DUTIES OF THE EMPLOYEE

A. City Management: It shall be the responsibility of the Employee to manage the daily affairs of the City of Trinidad in a manner that is consistent with the generally accepted practices of city management in the State of California.

B. Law Enforcement: It shall be the duty of the Employee to see that all laws and ordinances of the Employer are duly enforced, and to see that all

EMPLOYMENT AGREEMENT

franchises, licenses, and permits granted by the Employer, and that contracts entered into by the Employer are faithfully performed and observed.

C. Authority Over Other Employees: It shall be the duty and the authority of the Employee to control and give directions to all department heads except the City Attorney and any employee of the Humboldt County Sheriff's Department who may be acting in the capacity of Trinidad Chief of Police.

D. Power of Appointment and Removal: It shall be the duty of the Employee to appoint, remove, promote, demote, suspend, or dismiss all officers and employees of the Employer, except the City Attorney, subject to all applicable personnel ordinances, rules and regulations. No department head shall be appointed or removed until the Employee has first reviewed such appointment or removal with the City Council, and received approval of such appointment or removal from the City Council, in Executive Session.

E. Legislative Recommendations: It shall be the duty of the Employee to recommend to the City Council for adoption of measures, ordinances, and resolutions as she deems necessary or expedient.

F. Council Meetings and Records: It shall be the duty of the Employee to prepare agenda materials for City Council meetings, and to maintain a complete and up-to-date record of the City Council meetings.

G. Attendance at City Council Meetings: The Employee shall attend all meetings of the City Council except (1) when specifically excused from attending a particular meeting, or (2) when her removal is under consideration by the City Council.

H. Financial Reports: The Employee shall keep the City Council at all times fully advised as to the financial condition and needs of the Employer.

I. Budget Preparation: It shall be the duty of the Employee to prepare and submit the proposed Annual Budget to the City Council for its consideration and to be responsible for the efficient administration of the budget after its adoption by the City Council.

J. Fiscal Responsibility: It shall be the responsibility of the Employee to allocate funds and approve expenditures necessary for the ongoing operations of the City of Trinidad, in accordance with allocation made in the approved and/or amended Annual Budget.

K. Long Term Planning: The Employee, with assistance from staff and consultants, shall develop long-range plans and capital improvement programs for maintaining and upgrading of City of Trinidad facilities and buildings.

L. Tracking Laws: The Employee shall keep track of changes to State and Federal laws that are applicable to the Employer.

EMPLOYMENT AGREEMENT

M. Grant Applications: It shall be the responsibility of the Employee, with assistance from staff and consultants, to apply for and administer Federal, State, and private foundation grant funding.

N. Employee Relations: It shall be the responsibility of the Employee to carry out the labor relations process on behalf of the City Council.

O. Additional Duties: The City Council may, from time to time by ordinance, resolution, or other action, fix any such other terms and conditions of employment as it may determine, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Trinidad's Municipal Code, or any other law. It shall be the duty of the Employee to perform such other duties and exercise such other powers as may be delegated to her by the City Council.

Section 3. SPECIFIC PROJECT DUTIES

The Employer may direct the Employee to undertake and manage specific projects leading to the betterment of the City of Trinidad and the established policy guidelines of the City Council

Specific projects will vary and will be defined by the City Council. Examples of specific projects may include updating of the General Plan, pursuit of improvements to the Water System, preparing or managing the preparation of new or amended plans or studies, undertaking of negotiations new or revised professional services, and solicitation of actions that would improve the revenue situation for the Employer.

Section 4. DIRECTION AND SUPERVISION OF THE EMPLOYEE

The Employee must be able to perform the duties of this position on an ongoing basis with minimal direction from the Employer.

The Employee shall take specific directions, orders, and instructions from the Employer through action of the majority of the City Council acting in a duly convened meeting, and no individual Council member shall give any orders or instructions to the Employee.

Section 5. WORK SCHEDULE OF THE EMPLOYEE

The Employer and the Employee agree that the Employee shall carry out the above responsibilities forty-seven weeks a year, at an average rate of 21 hours per week subject to approval by the Mayor, for an annual total of no more than 987 hours. Of the forty-seven weeks contracted for, it is anticipated and expected that the Employee shall work (a) at least one day each week, and (b) three days per week generally. The Employee shall receive advance approval from the Mayor for

EMPLOYMENT AGREEMENT

being absent any of the remaining five weeks of the year the Employee is not contracted to work at all.

The Employee will report for work at a work location to be provided by the Employer during normal work hours, and at such other times (such as evening meetings) as to be determined and agreed upon by the Employer and the Employee.

Of the contracted 987 hours annually, some flexibility in hours worked per day or per week is assumed, to allow for personal/family events, or for extraordinary council sessions, etc.

Section 6. COMPENSATION

The Employee shall be compensated for services at a rate of \$60,404.40 annually (\$61.20/hour times 987 hours), to be paid in installments as is currently the procedure of the Employer.

To the extent allowed by law, the Employee will be allowed to pay some of her hourly compensation, before taxes, into the Employer's deferred compensation plan.

The Employee shall be additionally compensated \$50.00 per month (\$600.00 annually) for use of her personal cell phone to handle necessary city business after hours. This cell phone compensation assumes reasonable access to the City Manager after hours by City Staff.

There are no other compensation or benefits provided to the Employee by the Employer.

Section 7. TERM

The term of this Agreement shall be from March 9, 2012 and lasting until March 8, 2013.

Employee agrees that, during the periods described in Section 5 herein, Employee remains in the exclusive employ of Employer during the employment term, and will neither accept employment nor become employed by another employer which requires the performance of work duties during the periods described. Notwithstanding this, and at the sole discretion of Employer, Employee may accept compensation for outside consulting, writing, or speaking engagement; or while teaching or training; or while serving on the Board of Directors of one or more corporations; provided, however, that such outside activities or work are not inconsistent or incompatible with City of Trinidad employment.

At the end of the term of this Agreement, the Agreement shall be reconsidered by both parties and, at such time, may be terminated or extended with any modifications that are agreed upon by both parties.

EMPLOYMENT AGREEMENT

Section 8. INDEMNIFICATION

In addition to that required under state and local law, the Employer shall defend, save harmless, and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of a lawful alleged act or omission occurring in the performance of Employee's duties. Employer will compromise and settle such claims or disputes as appropriate, and pay the amount of any settlement or judgment rendered thereon.

Section 9. PERFORMANCE EVALUATION

The City Council shall review and evaluate the performance of the Employee at least once annually on the Anniversary Date established. Said review and evaluation shall be in accordance with specific criteria developed jointly by Employer and Employee. Said criteria may be added to or deleted from as the Council may from time to time determine, in consultation with Employee. Further, the City Council shall provide the Employee with a summary written statement of the findings of the City Council and provide an adequate opportunity for the Employee to discuss her evaluation with the City Council.

Annually, the City Council and Employee shall define such goals and performance objectives that they determine necessary for the proper operation of the City of Trinidad and the attainment of the City Council's policy objectives, and shall further establish a relative priority among those goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations involved.

In effecting the provisions of this Section, the City Council and Employee mutually agree to abide by the provisions of applicable law.

Section 10. AT-WILL EMPLOYMENT

This is an at-will employment relationship, and either the Employer or the Employee may terminate the relationship for any reason, with or without cause, and without prior written notice, except as specified in Section 11 of this Agreement.

Pursuant to the Trinidad Municipal Code, the parties acknowledge and agree that the City Manager serves at the pleasure of the City Council; that there exists no contract for or right of employment, either express or implied, with the sole exception of the provisions contained herein; that the City Council may terminate the employment of the Employee with or without cause; and that upon such termination, with or without cause, Employee's sole remedy under the laws of the State of California, the laws of these United States, the Trinidad Municipal Code, and this Agreement consists of the provisions contained herein.

EMPLOYMENT AGREEMENT

Section 11. TERMINATION OF THE AGREEMENT

The removal/dismissal of the Employee shall be effected only by a majority vote of the entire City Council.

In the event of termination of this Agreement by the Employer, the Employee shall be provided no severance payment, and will be paid for any work done to the time of termination.

In the event of termination of this Agreement by act of the Employee, the Employee will act in a professional manner by giving 60 days notification to the City Council and will assist in whatever transition is necessary upon her termination of employment, within reason.

Section 12. AMENDMENTS

Unless otherwise specified herein, this Agreement may be changed or modified only upon written consent of the parties hereto.

Section 13. GENERAL PROVISIONS

If any provisions, or any portion thereof, contained in this Agreement are held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

If any provisions of the City of Trinidad's Personnel Rules, Regulations, and Policies conflict with the at-will employment status described in this Agreement, such conflicts will be resolved in favor of the at-will status contained in this Agreement.

Employer and Employee agree that they will, at all times, assist each other in defending any litigation involving the City of Trinidad, or Employer's duties with Employer, and Employer agrees to defend Employee against any claim or action against her arising out of an act or omission occurring within the scope of Employee's employment. The parties shall each comply with the requirements of Section 825 of the Government Code or its successor implementing this paragraph.

Section 14. ENTIRE AGREEMENT

This Agreement is intended by the parties hereto as a final expression of their understanding with respect to the subject matter hereof and as a complete and exclusive statement of the provision thereof and supercedes any and all prior agreements and understanding, oral or written, in connection therewith.

EMPLOYMENT AGREEMENT

Section 15. COUNTERPARTS

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together, shall constitute one and the same Agreement.

EXECUTION OF THE AGREEMENT

IN WITNESS THEREOF, the Employer and the Employee have executed this Agreement effective immediately.

EMPLOYER

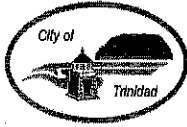
EMPLOYEE

By: _____
Kathy Bhardwaj, Mayor

By: _____
Karen Suiker

Date: _____, 2012

Date: _____, 2012



DISCUSSION AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 15 PAGES

3. Discussion/Decision regarding Van Wycke Trail closure.

DISCUSSION/ACTION AGENDA

Date: February 8, 2012

Item: Van Wycke Trail

Background:

Considerable efforts have been directed at evaluating options for the repair of the failing Van Wycke Trail. In April 2011 Winzler & Kelly presented a feasibility report that outlined various repair options ranging in probable costs between \$120,000 and \$240,000 depending on the repair option selected. A geotechnical investigation was commissioned and recently completed that recommended a soldier beam and lagging retaining wall as the most viable option from a stability and constructability standpoint, which has a potential cost of about \$240,000. Other potential fixes could be more economical to construct in the short term, for a cost in the neighborhood of \$100,000, but ongoing movement of the trail would still be expected to occur requiring additional repairs in the future. The bottom line following extensive survey and review, is that there is no reasonable solution that could be implemented for close to \$25,000 as the council was hoping.

The trail is a convenience but there are other alternatives to access the same area served by the trail. The existing utilities under the trail are also of concern, and the water main located behind the existing retaining wall will remain at risk given the bluff's instability. For this reason, staff is evaluating options and probable costs to replace or install an additional parallel pipe in Edwards Street to assure adequate water service for fire protection purposes in the event that the Van Wycke water main is damaged or abandoned.

Proposed Action:

Take no action to expend further resources on repairing VanWyke Trail and direct staff to:

- (1) Consult with Risk Management to properly and permanently sign the trail as closed to minimize liability exposure; and
- (2) Evaluate options to abandon the water main along Van Wycke Trail.

Attachments:

1. January 4, 2012 memorandum from GHD
2. December 22 design memorandum from RGH Consultants



Memorandum

January 4, 2012

To	Karen Sulker, City Manager, City of Trinidad		
From	Josh Wolf, PE	Tel	707-443-8326
Subject	Van Wycke Trail Geotechnical Investigation	Job no.	0106311002

Dear Karen:

The geotechnical design memorandum prepared by RGH Consultants for the repair of the Van Wycke Trail is attached. The memo summarizes RGH's field work and subsurface conditions encountered, and provides retaining wall design recommendations and design criteria.

As outlined in their report, the results of RGH's field work indicate that the failure area consists of approximately 19 feet of terrace deposits (sand and silts) underlain by bedrock (mélange and serpentinite).

Based on the subsurface conditions encountered, RGH recommends a soldier pile retaining wall with tiebacks as it is the most viable retaining wall option from a stability and constructability stand point. This type of wall would consist of steel I-beams placed in drilled piers that extend into the underlying bedrock. Horizontal lagging (concrete or timber) placed behind I-beams to retain the soil. Because the depth to bedrock is approximately 19 feet, the wall should also be attached to tieback dead man piers located on the opposite side of the trail. Both the drilled piers for the I-beams and the tieback deadman piers should be embedded into at least 10 feet into the bedrock.

The April feasibility report prepared by Winzler & Kelly included a discussion and review of a soldier pile wall. At the time, we had estimated that the cost to construct such a wall would be approximately \$240,000. We expect that the soldier pile wall recommended by RGH would have a similar order of magnitude cost.

The RGH memo also mentions that there are other potential fixes that could be more economical to construct in the short term, although there's a high likelihood that additional repairs would be needed in the near future. As an alternative to the recommended soldier pile retaining wall discussed above, a new wood retaining wall could be constructed directly adjacent (ocean side) to the existing retaining wall. This alternative wood retaining wall (also a soldier pile type wall) would need to be supported by wood posts placed in concreted filled drilled piers, that extend to a depth at least equal to the height of the wall (approximately 10 feet). Horizontal wood lagging would be placed behind the wood posts to retain the soil. The upper three feet of the existing wall would be demolished and the area between the new and existing wall backfilled with gravel. To provide additional lateral support, helical anchor tiebacks should be used to tie the new wall back into the hillside, and will likely extend beyond the City's existing right-of-way and into adjacent private property.

It should be noted that this alternative wood retaining wall design does not provide the same stability of the recommended soldier pile retaining wall embedded into bedrock, and ongoing movement of the trail should be expected. Although we have not prepared a detailed opinion of probable cost for this alternative design, we expect that the cost of this type of wood retaining wall system with tiebacks to be similar to the order of magnitude of some of the other less expensive repair options discussed in the April report (\$100,000±). If the City is interested in pursuing this type of retaining wall then it may be worthwhile to prepare preliminary



Memorandum

cost estimate for budgeting purposes. Unfortunately, at this time we don't see a solution that could be implemented for less than \$25,000, as the council had desired.

It should also be noted that regardless of the retaining wall solution implemented by the City (or if one is implemented at all), the water main located behind the existing retaining wall will remain at risk given the bluff's instability. For this reason, the City should consider abandoning the water main on Van Wycke Trail, regardless of what's done to stabilize the trail. Before the line is abandoned, the City should determine whether the existing water main on Edwards Street has the capacity to meet current and projected water and fire flow demands if the Van Wycke main is abandoned. If it doesn't have the required capacity, the water main in Edwards Street may need to be replaced with a larger pipe, or an additional parallel pipe may need to be installed.

Should you have any questions or require any additional information, please do not hesitate to contact us.

Sincerely,
GHD Inc.

A handwritten signature in dark ink, appearing to read "Josh Wolf", is written over the typed name.

Josh Wolf, PE

Attachments:

1. Van Wycke Trail Geotechnical Design Memorandum by RGH Consultants



Experience is the difference

*Geotechnical,
Geological and
Laboratory Services*

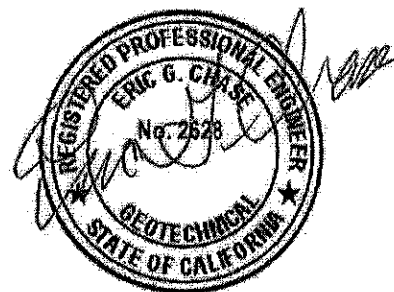
DESIGN MEMORANDUM

TO: Winzler & Kelly/GHD
Attention: Josh Wolf
633 Third Street
Eureka, CA 95501
Josh.Wolf@ghd.com

FROM: Eric G. Chase
JOB #: 5500.42.04.1
DATE: December 22, 2011

RE: Van Wycke Trail Repair

SUBJECT: Design Recommendations for Repair



The purpose of this design memorandum is to present geotechnical criteria for repair of the Van Wycke Trail in Trinidad, California. The site location is shown on Plate 1. The trail connects two portions of Van Wycke Street, which was at one time connected. The street and ultimately the trail have continued to fail over the years due to on-going coastal erosion processes. Within the last 10 years a retaining wall was constructed to assist in maintaining the trail. That wall is failing and we understand that minor remedial measures such as adding fill have been employed in an attempt to maintain trail access.

Work Performed: On October 7, 2011, we performed a geotechnical reconnaissance of the site and explored the subsurface conditions by drilling two borings to depths ranging from about 21 to 21½ feet. The borings were drilled with an ATV-mounted drill rig equipped with 4-inch diameter, solid stem augers at the approximate locations shown on the Exploration Plan, Plate 2. The boring locations were determined approximately by pacing their distance from features shown on the Exploration Plan and should be considered accurate only to the degree implied by the method used. Our field geologist located and logged the borings and obtained samples of the materials encountered for visual examination and classification.

Relatively undisturbed samples were obtained from the borings at selected intervals by driving a 2.43-inch inside diameter, split spoon sampler, containing 6-inch long brass liners, using a 140-pound hammer dropping approximately 30 inches. The sampler was driven 12 to 18 inches. The blows required to drive each 6-inch increment were recorded and the blows required to drive the last 12 inches, or portion thereof, were converted to equivalent Standard Penetration Test (SPT) blow counts for correlation with empirical data. Disturbed samples were also obtained at selected depths by driving a 1.375-inch inside diameter (2-inch outside diameter) SPT sampler, without liners or rings, using a 140-pound hammer dropping approximately 30 inches. The sampler was driven 12 to 18 inches, the blows to drive each 6-inch increment were recorded, and the blows required to drive the final 12 inches, or portion thereof, are provided on the boring logs.

RGH Santa Rosa Office
1305 North Dutton Avenue
Santa Rosa, CA 95401
Tel: (707) 544-1072
Fax: (707) 544-1082

RGH Napa Office
P.O. Box 10830
Napa, CA 94581
Tel: (707) 252-8105
Fax: (707) 544-1082

RGH Middletown Office
P.O. Box 852
Middletown, CA 95461
Tel: (707) 987-4602
Fax: (707) 987-4602

December 22, 2011

The logs of the borings showing the materials encountered, groundwater conditions, converted blow counts and sample depths are presented on Plates 3 and 4. The soils are described in accordance with the Unified Soil Classification System, outlined on Plate 5. Bedrock is described in accordance with Engineering Geology Rock Terms, shown on Plate 6.

The boring logs show our interpretation of subsurface soil, bedrock and groundwater conditions on the date and at the locations indicated. Subsurface conditions may vary at other locations and times. Our interpretation is based on visual inspection of soil and bedrock samples, and interpretation of drilling and sampling resistance. The location of the soil and bedrock boundaries should be considered approximate. The transition between soil and bedrock types may be gradual.

Subsurface Conditions: Our borings indicate that terrace deposits extend to approximately 19 feet below the existing ground surface. These terrace deposits consist of loose to medium dense sand with occasional silt fines. In the area of the retaining wall, we encountered approximately 3 feet of gravel fill on top of the terrace deposits. The terrace deposits are underlain to the maximum depth explored by *mélange* and serpentinite of the Franciscan formation. The *mélange* is soft to firm, plastic to friable, and moderately weathered. The serpentinite is firm, friable to weak, and slightly weathered. A detailed description of subsurface conditions found in our borings is given on Plates 3 and 4. A cross section showing the subsurface conditions is presented on Plate 7. Based on Table 1613.5.2 of the 2010 California Building Code (CBC), we have determined a Site Class of E should be used for the site.

Design Recommendations: Several repair options have been previously evaluated on a feasibility level for this repair. These options include sheet pile wall, soldier beam and lagging wall, welded wire wall, gabion wall, and reinforced earth wall. The first two options have the lowest risk because they can be founded in the underlying bedrock materials encountered approximately 19 feet below the existing ground surface. The latter three options have more risk because their foundation will consist of the loose to medium dense terrace deposits at the site. From a construction stand point these latter three options are less than ideal because they each require excavating a level bench to construct. Based on the materials encountered in our borings, we are concerned that the temporary excavation slopes will slough and fail, which would potentially impact adjacent utilities and properties.

The sheetpile wall also has drawbacks. First, it will require driving or vibrating the piles into the ground. This type of equipment may have difficulties accessing the site, but more importantly the vibrations caused during installation of the piles may lead to additional sloughing of the terrace deposits or, worse yet, sloughing or complete failure of the terrace deposits outside of the repair area.

Therefore, we judge that the soldier beam and lagging retaining wall is the most viable option from a stability and constructability stand point. This type of wall consists of steel I-beams placed in drilled piers that extend into the underlying bedrock. Because the depth to supporting materials is 19 feet, the soldier beams for this type of wall will need to be attached to dead man piers on the opposite side of the trail. Lagging consisting of treated timber or concrete is placed between the I-beams to retain the soil. In order to reduce soil loss, the lagging should extend at least 30 inches below the lowest adjacent grade at the base of the wall.

Lateral Pressures: Tiebacks and facing should be designed to resist a uniform horizontal lateral pressure of $30H$ psf (where H is the height of the wall in feet). A minimum factor of safety of 1.5 should be used in the design of the tiebacks and facing. Where required by the CBC, the retaining wall should be designed for an additional seismic force of $18.5H$ psf with the force applied at 0.6 of

the wall height. These pressures do not consider additional pressure resulting from adjacent loads. If these additional surcharge loadings are anticipated, we can assist in evaluating their effects.

Drilled Piers: Drilled piers for the soldier beams and the tieback dead man should be at least 18 inches in diameter and should extend at least 10 feet below the bedrock surface, which was encountered at approximately 19 feet. Larger piers and deeper embedment may be needed to resist the lateral forces imposed by earthquakes per the 2010 CBC.

The portion of the piers extending below the bedrock surface may be designed using an allowable skin friction of 750 psf for dead load plus long term live loads. This value can be increased by $\frac{1}{2}$ for total loads, including downward vertical wind or seismic forces. A skin friction value of 500 psf should be used to resist uplift forces. End bearing should be neglected because of the difficulty of cleaning out small diameter pier holes, and the uncertainty of mobilizing end bearing and skin friction simultaneously.

Lateral loads on piers will be resisted by passive pressure on the bedrock. An equivalent fluid pressure of 350 pcf acting on two pier diameters should be used. Confinement for passive pressure may be assumed from the bedrock surface.

We did not encounter groundwater within the planned pier depth during our study. If groundwater is encountered during drilling, it may be necessary to de-water the holes and/or place the concrete by the tremie method. If caving soils are encountered, it may be necessary to case the holes. Difficult drilling may be required to achieve the required penetration. The drilling subcontractor should review this report, become familiar with site conditions as they pertain to his operation and draw his own conclusions regarding drilling difficulty, suitable drill rigs and the need for casing and dewatering prior to bidding.

Wall Drainage and Backfill: Retaining walls should be backdrained as shown on Plate 8. The backdrains should consist of 4-inch diameter, rigid perforated pipe embedded in Class 2 permeable material. The pipe should be PVC Schedule 40 or ABS with SDR 35 or better, and the pipe should be sloped to drain to outlets by gravity. The top of the pipe should be at least 8 inches below lowest adjacent grade. The Class 2 permeable material should extend to within $1\frac{1}{2}$ feet of the surface. The upper $1\frac{1}{2}$ feet should be backfilled with compacted soil to exclude surface water. Expansive soils should not be used for wall backfill. The ground surface behind retaining walls should be sloped to drain.

Other Alternatives: In this memorandum we have briefly described alternatives for repairing the failing portion of the trail, and provided recommendations for the most viable option from a stability and constructability stand point. This option along with the others may not be cost effective for the City of Trinidad to undertake at this time. There are other possible fixes that are more economical in the short term, but it is highly likely that additional repair will be needed in the near future. One possible option is described below.

As an alternative to the recommended repair presented herein, a new wood retaining wall can be constructed in front of the existing retaining wall. The wall would need to be supported by wood posts placed in concrete filled drilled piers. The drilled piers should extend to a depth at least equal to the height of the wall. Wood lagging should extend between the posts. The area between the new wall and the existing wall should be filled with gravel. The upper three feet of the existing wall should be demolished so that soil backfill can be placed and compacted to create the pathway. In order to provide additional support, helical anchors should be installed as tiebacks. The helical portion of the anchor should extend at least 5 feet beyond a 1:1 line that extends up from the base of the wall. As

December 22, 2011

Van Wycke Trail Repair
Project Number: 5500.42.04.1

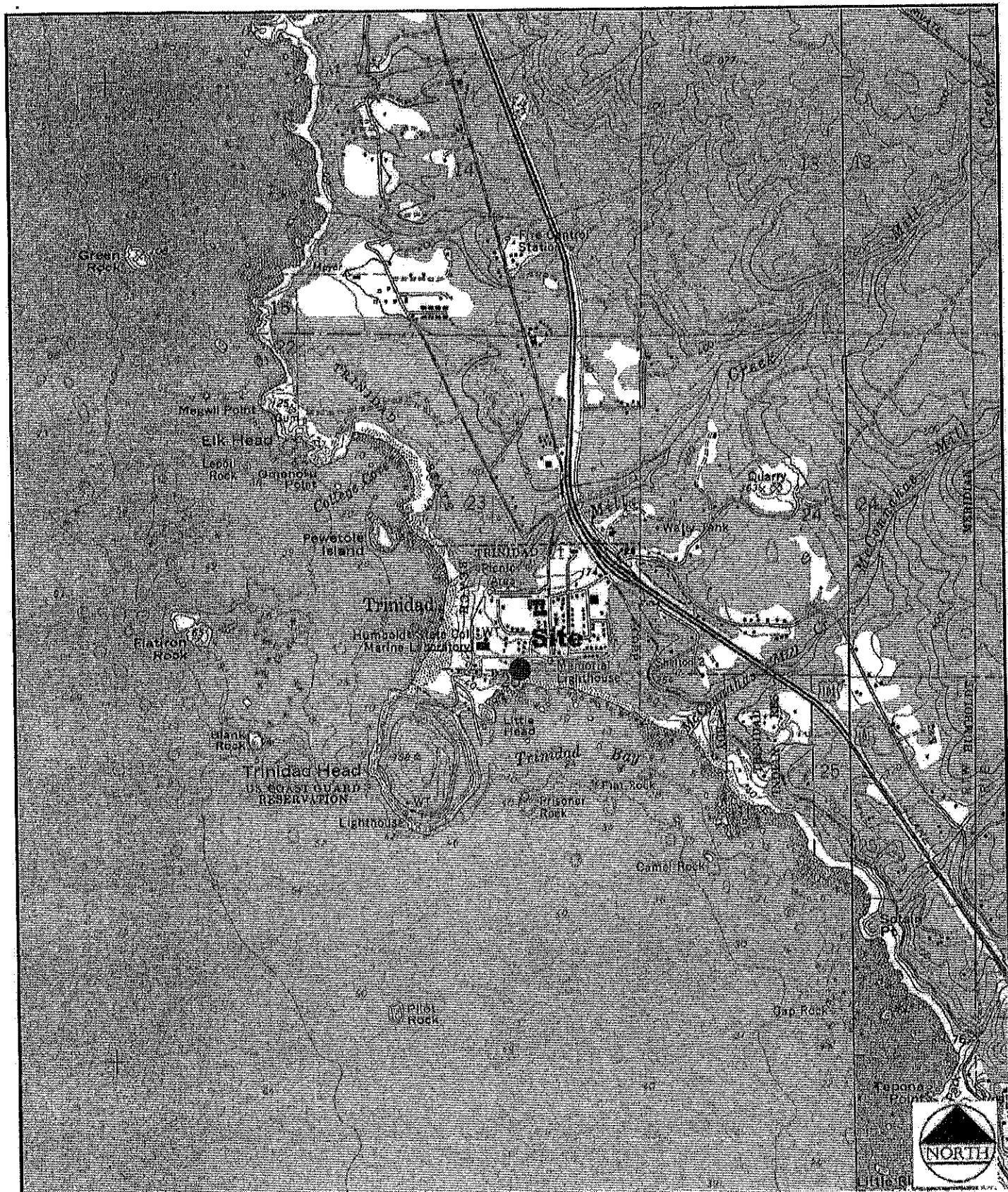
discussed previously, this repair does not provide the stability of the one recommended herein. If this option is preferred by the City of Trinidad as a short term repair, we should be consulted to provide specific design criteria.

We trust this provides the information you require at this time. Please call or email me if you have questions or need additional information.

EGC:JJP:ec:lw

s:\project files\5251-5500\5500.42.04.1 van wycke trail repair\design memo.doc

Attachments: Plate 1 – Site Location Map
Plate 2 – Exploration Plan
Plates 3 and 4 – Logs of Borings B-1 and B-2
Plate 5 – Soil Classification and Key to Test Data
Plate 6 – Engineering Geology Rock Terms
Plate 7 – Cross Section/Classification Test Data
Plate 8 – Retaining Wall Backdrain Illustration



Reference: Maptech Topoquad, Trinidad And Crannell, California Quadrangles

Scale: 1" = 2000'

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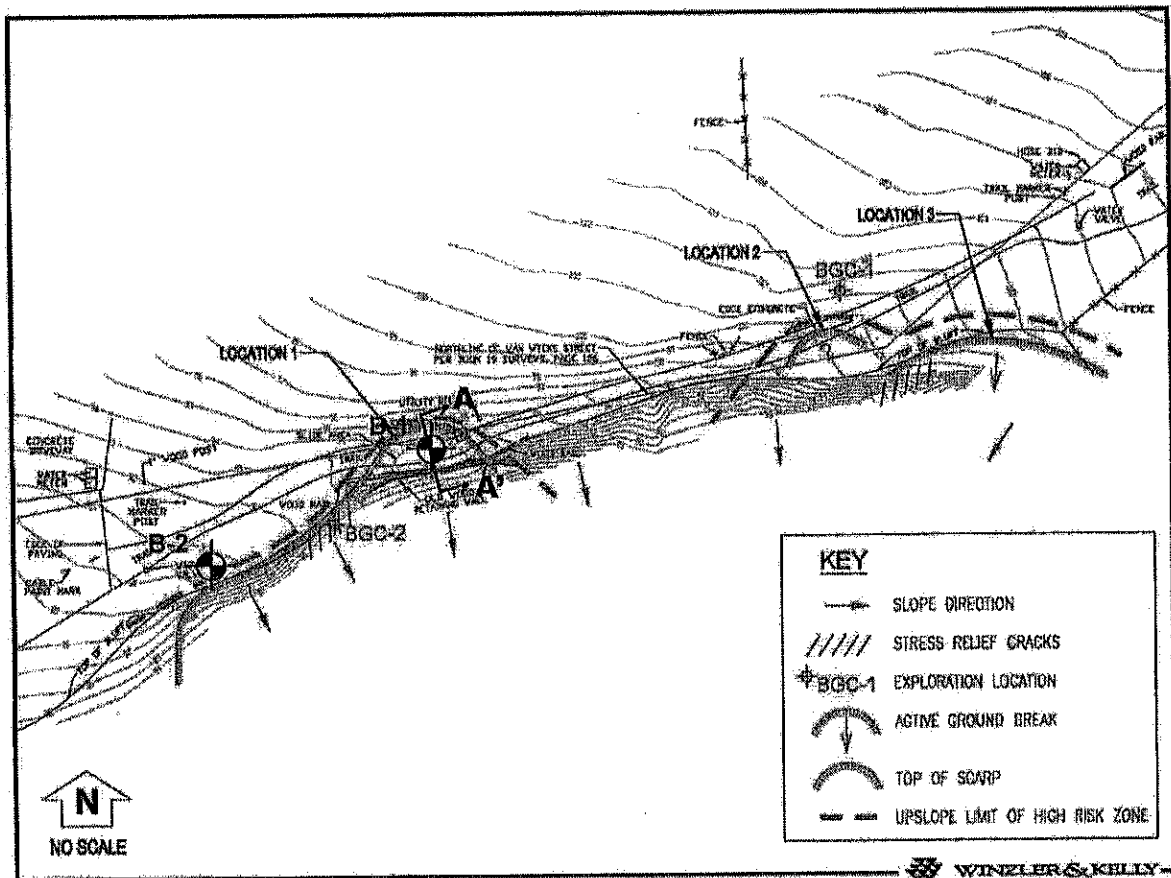
SITE LOCATION MAP
Van Wyke Trail Repair
Trinidad, California

PLATE



1

Job No: 5600.42.04.1

Date: Oct 2011



EXPLANATION

- B-3  Boring Location and Number
-  Cross Section Location

Reference: Failure area identified and mapped by Busch Geotechnical (Figure from January 15, 2011 report)

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EXPLORATION PLAN
Van Wycke Trail Repair
Trinidad, California


PLATE

2

Job No: 5500.42.04.1

Date: Oct 2011

DATE DRILLED: 10/7/2011				NOTES:								
DRILLING CONTRACTOR: Lone Pine Drilling				*Equivalent Standard Penetration Test (SPT) blow count.								
DRILLING METHOD: 4 Inch flight auger												
HAMMER WEIGHT: 140 lbs		DROP: 30 inches										
LOGGED BY: REP		ELEVATION:										
FIELD				LABORATORY								
DEPTH (FEET)	SAMPLE	BLOWS/FOOT *	GRAPHIC LOG	MATERIAL DESCRIPTION	DRY DENSITY (PCF)	MOISTURE CONTENT (%)	% < 200 SIEVE	PLASTICITY INDEX (PI)	LIQUID LIMIT (LL)	EXPANSION INDEX (EI)	OTHER TESTS	DEPTH (FEET)
0				GRAY GRAVEL WITH SAND (GP); very loose, moist, fine to coarse sand to fine subrounded gravel to 0.5 inch diameter (Fill)								0
1												
2				MOTTLED RED BROWN AND OLIVE SAND (SP), very loose, moist, fine to medium sand (Terrace Deposit)								4
3				GRAY BROWN SAND (SP), very loose, moist, fine sand (Terrace Deposit)								
4				RED BROWN SAND (SP); loose, moist, fine to medium sand, occasional subrounded coarse gravel to 0.75 inch diameter (Terrace Deposit)								
6				GRAY SAND (SP), loose, moist, medium to coarse sand (Terrace Deposit)								8
8				GRAY AND RED BROWN SAND (SP), loose, fine sand (Terrace Deposit)								
10												
12												12
14												
16				GRAY SAND (SP), medium dense, moist, fine to coarse sand (Terrace Deposit)								16
18												
20				GRAY AND DARK GRAY SHEARED SHALE MELANGE, intensely sheared, firm, friable, moderately weathered (Franciscan Formation)								20
22												
24				Drilling Refusal at 21.5 feet, Drove Sampler to 23 feet No Free Water Encountered								24



LOG OF BORING B-1
 Van Wycke Trail Repair
 Trinidad, California


PLATE
3

Job No: 6500.42.04.1

Date: 10/24/2011

Page 1 of 1

DATE DRILLED: 10/7/2011					NOTES: *Equivalent Standard Penetration Test (SPT) blow count.							
DRILLING CONTRACTOR: Lone Pine Drilling												
DRILLING METHOD: 4 inch flight auger												
HAMMER WEIGHT: 140 lbs			DROP: 30 inches									
LOGGED BY: REP			ELEVATION:									
FIELD				LABORATORY								
DEPTH (FEET)	SAMPLE	BLOWS/FOOT *	GRAPHIC LOG	MATERIAL DESCRIPTION	DRY DENSITY (PCF)	MOISTURE CONTENT (%)	% < 200 SIEVE	PLASTICITY INDEX (PI)	LIQUID LIMIT (LL)	EXPANSION INDEX (EI)	OTHER TESTS	DEPTH (FEET)
0				DARK BROWN SILT WITH SAND (ML), soft, moist, fine sand								0
		5		YELLOW BROWN SAND WITH SILT (SM), loose, moist, fine sand (Terrace Deposit)								
4		20		MOTTLED LIGHT BROWN AND RED BROWN SAND WITH SILT (SM), loose to medium dense, moist, fine sand (Terrace Deposit)								4
		17										
8		6		GRAY SAND (SP), loose, moist, fine to medium sand (Terrace Deposit)								8
		8										
12												12
		14		Becomes medium dense								
16												16
				BROWN AND DARK GRAY MELANGE, soft to firm, plastic to friable, moderately weathered (Franciscan Formation)								
20		37		OLIVE SERPENTINITE, firm, friable to weak, slightly weathered, talcy (Franciscan Formation)								20
				Drilling Refusal at 21 feet No Free Water Encountered								
24												24



LOG OF BORING B-2
 Van Wycke Trail Repair
 Trinidad, California

PLATE

4

Job No: 5500.42.04.1

Date: 10/24/2011

Page 1 of 1

UNIFIED SOIL CLASSIFICATION SYSTEM

MAJOR DIVISIONS			SYMBOLS		TYPICAL DESCRIPTIONS
			GRAPH	LETTER	
COARSE GRAINED SOILS MORE THAN 50% OF MATERIAL IS LARGER THAN NO. 200 SIEVE SIZE	GRAVEL AND GRAVELLY SOILS MORE THAN 60% OF COARSE FRACTION RETAINED ON NO. 4 SIEVE	CLEAN GRAVEL (LITTLE OR FINES)		GW	WELL-GRADED GRAVEL, GRAVEL-SAND MIXTURES, LITTLE OR NO FINES
		GRAVEL WITH FINES (OVER 12% OF FINES)		GP	POORLY-GRADED GRAVEL, GRAVEL-SAND MIXTURES, LITTLE OR NO FINES
				GM	WELL-GRADED GRAVEL, GRAVEL-SAND MIXTURES, LITTLE OR NO FINES
			GC	CLAYEY GRAVEL, POORLY GRADED GRAVEL-SAND-CLAY MIXTURES	
	SAND AND SANDY SOILS MORE THAN 50% OF COARSE FRACTION PASSING ON NO. 4 SIEVE	CLEAN SANDS (LITTLE OR NO FINES)		SW	WELL-GRADED SAND, GRAVELLY SAND, LITTLE OR NO FINES
		SANDS WITH FINES (OVER 12% OF FINES)		SP	POORLY-GRADED SAND, GRAVELLY SAND, LITTLE OR NO FINES
				SM	SILTY SANDS, POORLY GRADED SAND-SILT MIXTURES
				SC	CLAYEY SANDS, POORLY GRADED SAND-CLAY MIXTURES
FINE GRAINED SOILS MORE THAN 50% OF MATERIAL IS SMALLER THAN NO. 200 SIEVE SIZE	SILTS AND CLAYS LIQUID LIMIT LESS THAN 50			ML	INORGANIC SILTS AND VERY FINE SANDS, ROCK FLOUR, SILTY OR CLAYEY FINE SANDS, OR CLAYEY SILTS WITH SLIGHT PLASTICITY
				CL	INORGANIC CLAYS OF LOW TO MEDIUM PLASTICITY, GRAVELLY CLAYS, SANDY CLAYS, SILTY CLAYS, LEAN CLAYS
				OL	ORGANIC CLAYS AND ORGANIC SILTY CLAYS OF LOW PLASTICITY
	SILTS AND CLAYS LIQUID LIMIT GREATER THAN 50			MH	ORGANIC SILTS, MICACEOUS OR DIATOMACEOUS FINE SANDY OR SILTY SOILS, ELASTIC SILTS
				CH	INORGANIC CLAYS OF HIGH PLASTICITY, FAT CLAYS
				OH	ORGANIC CLAYS OF MEDIUM TO HIGH PLASTICITY, ORGANIC SILTS
			HIGHLY ORGANIC SOILS		

NOTE: DUAL SYMBOLS ARE USED TO INDICATE BORDERLINE SOIL CLASSIFICATIONS

KEY TO TEST DATA

- - "Undisturbed" Sample
- ⊠ - Bulk or Disturbed Sample
- ▣ - Standard Penetration Test
- ◻ - Sample Attempt With No Recovery
- ◻ - Sample Recovered But Not Retained
- ⊞ - Groundwater First Encountered
- ⊞ - Groundwater Level at End of Exploration
- - Seepage Observed

Shear Strength, psf

Tx 320
TxCU 320
DS 2750
UC 2000
FVS 470
LVS 700
SS
EXP
P

Confining Pressure, psf

- (2600) - Unconsolidated Undrained Triaxial
- (2600) - Consolidated Undrained Triaxial
- (2600) - Consolidated Drained Direct Shear
- Unconfined Compression
- Field Vane Shear
- Laboratory Vane Shear
- Shrink Swell
- Expansion
- Permeability

Note: All strength tests on 2.8-in. or 2.4-in. diameter sample, unless otherwise indicated.















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SOIL CLASSIFICATION AND KEY TO TEST DATA
Van Wycke Trail Repair
Trinidad, California

PLATE

5

ROCK SYMBOLS

	AGGLOMERATE		CONGLOMERATE		BASALT / ANDESITE
	SHEARED ROCKS		SERPENTINITE		PYROCLASTIC
	SILTSTONE		SANDSTONE		CLAYSTONE
	SHALE		BEDROCK		TUFF
					MUDSTONE
					ASPHALT

LAYERING

MASSIVE	Greater than 6 feet
THICKLY BEDDED	2 to 6 feet
MEDIUM BEDDED	8 to 24 inches
THINLY BEDDED	2½ to 8 inches
VERY THINLY BEDDED	¾ to 2½ inches
CLOSELY LAMINATED	¼ to ¾ inches
VERY CLOSELY LAMINATED	Less than ¼ inch

JOINT, FRACTURE, OR SHEAR SPACING

VERY WIDELY SPACED	Greater than 6 feet
WIDELY SPACED	2 to 6 feet
MODERATELY SPACED	8 to 24 inches
CLOSELY SPACED	2½ to 8 inches
VERY CLOSELY SPACED	¾ to 2½ inches
EXTREMELY CLOSELY SPACED	Less than ¼ inch

HARDNESS

Soft - pliable; can be dug by hand

Firm - can be gouged deeply or carved with a pocket knife

Moderately Hard - can be readily scratched by a knife blade; scratch leaves heavy trace of dust and is readily visible after the powder has been blown away

Hard - can be scratched with difficulty; scratch produces little powder and is often faintly visible

Very Hard - cannot be scratched with pocket knife, leaves a metallic streak

STRENGTH

Plastic - capable of being molded by hand

Friable - crumbles by rubbing with fingers

Weak - an unfractured specimen of such material will crumble under light hammer blows

Moderately Strong - specimen will withstand a few heavy hammer blows before breaking

Strong - specimen will withstand a few heavy ringing hammer blows and usually yields large fragments

Very Strong - rock will resist heavy ringing hammer blows and will yield with difficulty only dust and small flying fragments

DEGREE OF WEATHERING

Highly Weathered - abundant fractures coated with oxides, carbonates, sulphates, mud, etc., thorough discoloration, rock disintegration, mineral decomposition

Moderately Weathered - some fracture coating, moderate or localized discoloration, little to no effect on cementation, slight mineral decomposition

Slightly Weathered - a few stained fractures, slight discoloration, little or no effect on cementation, no mineral composition

Fresh - unaffected by weathering agents; no appreciable change with depth

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ENGINEERING GEOLOGY ROCK TERMS
Van Wycke Trail Repair
Trinidad, California

PLATE

6

A

S15°E ➤

A'

B-1

Fence

Retaining Walls

Fill

Terrace Deposits

Franciscan Formation
Bedrock

5 0 5 feet

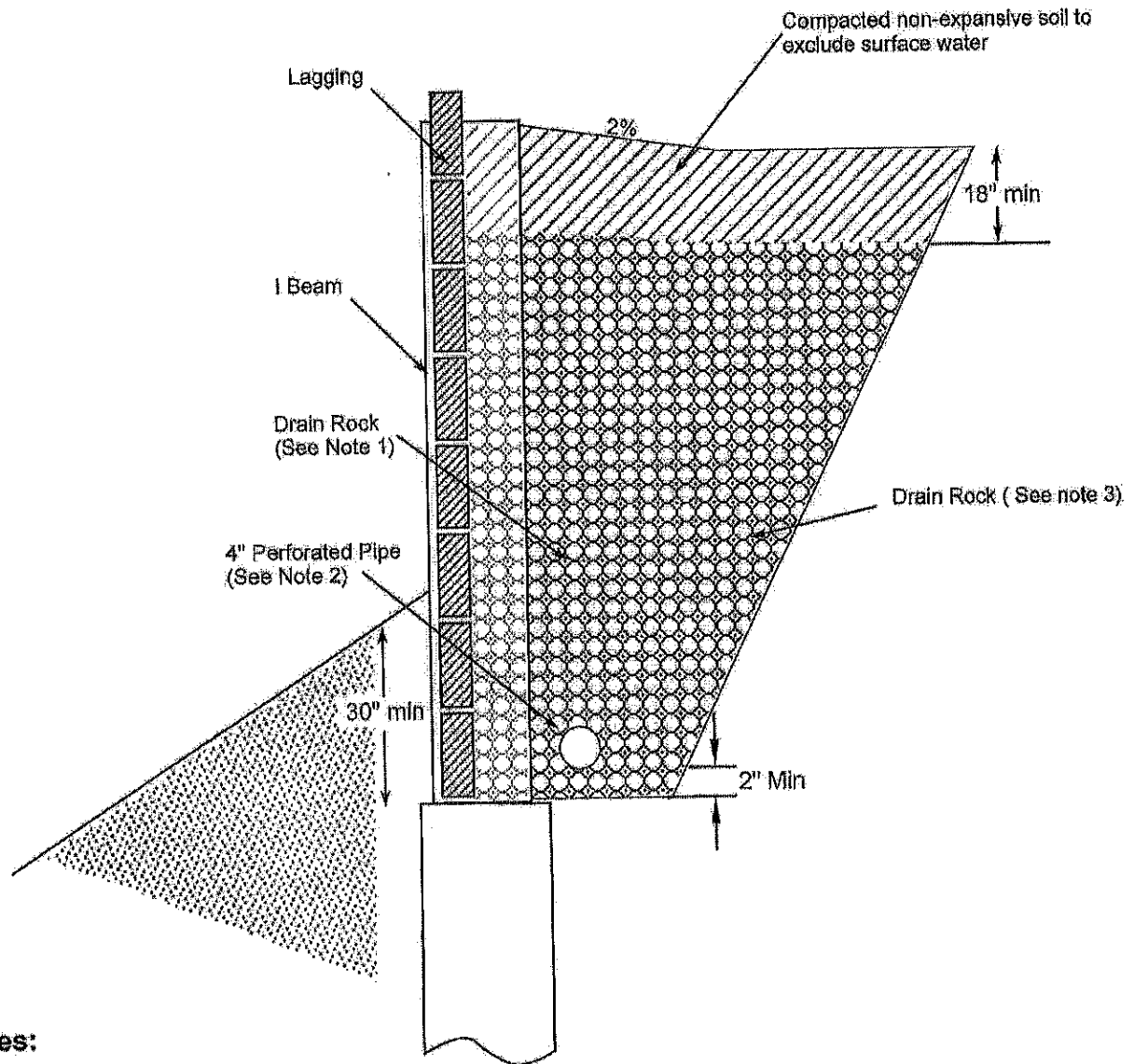
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CLASSIFICATION TEST DATA

Van Wycke Trail Repair
Trinidad, California

PLATE

7



Notes:

1. Drain rock should meet the requirements for Class 2 Permeable Material, Section 68, State of California "Caltrans" Standard Specification, latest edition.
2. Pipe should conform to the requirements of Section 68 of State of California "Caltrans" Standards, perforations placed down, sloped at 1% for gravity flow to outlet or sump with automatic pump. The pipe invert should be located at least 8 inches below the lowest adjacent finished surface.
3. During construction the contractor should use appropriate methods such as temporary bracing and/or light compaction equipment to avoid overstressing the walls.

Not to Scale

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RETAINING WALL BACKDRAIN ILLUSTRATION
Van Wycke Trail Repair
Trinidad, California

PLATE

8



DISCUSSION AGENDA ITEM 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

4. Update/Discussion regarding Water Plant Improvements.

DISCUSSION/ACTION AGENDA ITEM

Date: February 8, 2012

Item: Water Treatment Plant Upgrade Update

Background: An Agreement with Winzler & Kelly (now GHD) to finalize the design, complete permit applications and environmental documentation, and provide a Technical, Managerial and Financial Assessment for the City's water system improvement project was approved by the Council on October 12, 2011. This agenda item is to provide the opportunity for the Council to receive an update on the status of that project.

Proposed Action: Receive Update from GHD Engineer Rebecca Crow on the Water Treatment Plant Upgrade Project

Attachments:

January 31, 2012 memo from GHD



Memorandum

January 31, 2012

To: Karen Suiker, City Manager

Cc:

From: Rebecca Crow, PE

Subject: Water Treatment Plant Upgrade Update

Job no.: 01063-11-006

The City has completed several studies looking at alternatives to address Safe Drinking Water Act (SDWA) issues at the Water Treatment Plant. The City entered into a contract with GHD Inc. to complete the final planning and design of improvements. The project is 80% grant funded through the California Department of Public Health's Safe Drinking Water State Revolving Fund and 20% through the City's water funds. Overall the City has very high quality water and a very hard working staff at the treatment plant, however there are several long-standing issues that reoccur that must be addressed. GHD has initiated the project and a summary of the project need and project status is provided below.

The SDWA issues to be addressed include:

- **Inadequate Chlorine Contact Time:** Contact time is a combination of the disinfectant dose and the time the treated water is in contact with the disinfectant. The set up of the current system requires the operator to apply a high dosage of disinfectant to meet contact time requirements, resulting in high concentrations of chlorine in the water at the first connections along Westhaven Drive.
- **Filter Loading Rate Exceedance:** During peak water use periods in the summer/ early fall, the City may run two wet well pumps to meet demand, which results in flows that exceed the SDWA loading rate for the City's existing set of three filter trains.
- **Exceedance of Disinfection Byproducts:** Chlorination of water can result in the formation of disinfection byproducts which have recently started to be regulated. There are several times a year when samples of the City's finished water show violations of the Maximum Contaminant Levels (MCLs) for total trihalomethanes (TTHMs) and haloacetic acids.
- **Low Disinfectant Residual:** The City measures residual disinfectant levels at the ends of the distribution system, per CDPH requirements. There have been times where the residual was below CDPH/ SDWA standards.
- **Reliable Turbidity Reduction:** Turbidity is a measure of the particulate matter in the water. There are several times during the year the City must shut down the water plant as it cannot continue to meet SDWA turbidity standards, especially after the first rains and during storm events. This can result in depletion of stored water, leaving the City vulnerable in an emergency.



In addition to the specific SDWA issues, there are several general upgrades to the operation of the plant that are needed, including upgrade of the backwash water system, electrical and controls upgrades (most of the system is original to the 1978 plant), and polymer mixing systems.

GHD is currently working with our staff and the City's Water Plant Operators to finalize the proposed improvement project. There are two primary options being considered the first is a new membrane treatment plant as presented to council in 2009 and the second is upgrades to the existing plant. Since the 2009 Membrane Treatment Plant option was analyzed, the City has experienced some success in the use of new polymers to reduce turbidity, which makes it logical to take a second look at simply upgrading the existing treatment plant. The list below summarizes the improvements that are being considered at this time, in some cases components are broken out by either new membrane plant (Membrane) or upgrade to existing system (Upgrade).

Wet Well & Pumps

- Seal wet well to protect from high flows in Luffenholtz Creek (both projects)
- Add Variable frequency Drives to motors to allow pumping at lower rates during peak water use months and during period of high turbidity. (Upgrade)

Treatment System

- Install new Membrane Treatment Plant (Membrane)
- Add one new pressure filter train, activated carbon filter, serpentine polymer contact pipe (Upgrade)
- Upgrade backwash water system (both projects)
- Upgrade electrical and controls (both projects)

Disinfection System

- Install new direct fill line from the Treatment Plant to the storage tanks OR – Install new serpentine 24" contact pipe in the parking area prior to distribution system (both projects)
- Add a chlorine booster pump station at the tanks or in town to boost residual levels (both projects)

As we move forward with this project the options will be compared and tradeoffs to level of treatment, operational simplicity, energy use, chemical use, and other operating costs as well as overall project cost will be evaluated. Permitting requirements, including CEQA will also be preliminarily evaluated as they can significantly affect the project complexity and cost. Prior to initiating final design the preferred alternative developed with input from City staff will be presented to council for approval.

Regards



DISCUSSION AGENDA ITEM 5

SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES

5. Discussion/Decision regarding contract with GHD to study possibility of roundabout at Trinity & Edwards.

DISCUSSION AGENDA ITEM

Date: February 8, 2012

Item: Contract with GHD to study possibility of roundabout at Trinity & Edwards

Background:

During discussions of traffic control options at the intersection of Trinity & Edwards, the concept of a possible mini-roundabout at that location was brought up with some interest. Funding for project planning, programming and monitoring is available to the various entities through the Humboldt County Association of Governments, and that Association has allocated \$5,000 to the City of Trinidad to study the feasibility of such a concept. The attached contract with GHP would survey city properties to determine if sufficient public lands exist to consider such a traffic infrastructure within the city's right of way. It does not in any way commit the City to eventual construction.

Proposed Action: Authorize the City Manager to execute the contract with GHD.

Attachments:

Proposed Contract



**Agreement Between
City of Trinidad and GHD
PROJECT STUDY REPORT (PSR)
FOR THE
TRINITY AND EDWARDS STREET INTERSECTION
JANUARY 31, 2012**

INTRODUCTION

This scope of services relates to a prime agreement between the City of Trinidad and GHD Inc. (formerly Winzler & Kelly) dated August 5th, 2004. All provisions of the prime agreement apply to this scope of services unless otherwise stated in this scope of services.

GHD assisted the City of Trinidad in securing a \$5,000 Planning, Programming, and Monitoring (PPM) funds for preliminary planning and development of a Project Study Report (PSR) for improvements to the intersection of Trinity Street and Edwards Street. The subject intersection, located adjacent to the historic Trinidad Lighthouse, is a high traffic area which was identified by the City Council as a priority intersection based on safety concerns related to the ambiguous through traffic movement, and potential vehicle/pedestrian conflicts. The City Council has identified a mini-roundabout as the possible improvement to make the intersection safer for vehicular traffic and safer and more accessible for pedestrians and bicycles.

SCOPE OF SERVICES

The following tasks define the scope of services to be performed.

Task 1. Collect Field Traffic Data and Develop Traffic Engineering Calculations

Under this task GHD will collect existing AM and PM peak period turn movement counts at the intersection of Trinity Street and Edwards Street. This information will be used to develop intersection level of service (LOS) calculations for both the existing traffic volumes and future traffic volumes as indicated in the City's General Plan. Using this data, the relationship between the existing traffic volumes and future projected traffic volumes will be analyzed to determine if a mini-roundabout is suitable for the intersection.

Task 2. Conceptual Mini-Roundabout Design

Under this task GHD will develop concept level plan for a mini-roundabout at the intersection of Trinity Street and Edwards Street. The conceptual plan view will include basic geometric layout, identify areas where landscape treatment could take place, show pedestrian crossings and sidewalks/walkways connecting the street crossings to the existing pedestrian facilities, bicycle treatments, pavement striping, and indication of edge of pavement or placement of curbs, and the ability to fit within the existing right-of-way. The design speed of the roundabout will be presented based on available design criteria and



guidelines. A vehicle turn simulation (vehicle swept path) analysis will be generated and the resulting design vehicle turn movements will be presented.

Task 3. Project Study Report (PSR) Development

Under this task GHD will develop a Project Study Report (PSR) for the proposed mini-roundabout. The PSR will include: a brief project description, environmental status, cost breakdown, the condition of the existing facility, project timeline.

DELIVERABLES AND REVIEW

GHD will submit the PSR and conceptual design plan to the City in draft format for review and comment within approximately 6 weeks of receiving a signed Task Order. The final PSR and conceptual design plan will be submitted to the City and the Humboldt County Association of Governments (HCAOG) within approximately 4 weeks of receiving comments from the City on draft submittal.

GENERAL ASSUMPTIONS / EXCLUSIONS

This scope of services is based on the tasks described above which are anticipated for the project

This proposal is based on the following assumptions:

- Topographic and Boundary Survey is not included in this scope of services.
- Available existing survey and Right-Of-Way mapping will be obtained from the City or based on assessor parcel maps, which are only suitable for planning level design.
- The City's General Plan includes a population growth rate required to project future traffic volumes.
- The City will complete their review of the PSR and prepare any comments they have within one week of receipt.
- Proposal assumes up to **one** meeting with City staff to discuss the PSR and conceptual roundabout.
- Additional services not identified in this scope can be provided with a scope and budget amendment.
- Concept drawings will be developed in Autocad 2011 (2010 version format) and provided as 11x17 hardcopy and PDF electronic files.

COMPENSATION

GHD will complete the above scope of services for a lump sum fee of **\$5,000**.

Invoices will be prepared monthly and are due and payable within 30 days of the date of the invoice. Finance charges of 1-1/2% per month will be applied to all outstanding balances.



AGREED

Karen Suiker
Trinidad City Manager

Date

 1/31/12

Steve Allen

Date

GHD Inc.

City of Trinidad Accounting Tracking Number



DISCUSSION AGENDA ITEM 6

SUPPORTING DOCUMENTATION FOLLOWS WITH: 11 PAGES

6. Update/Discussion regarding Treasurer's Report & mid-year Financial Report.

DISCUSSION/ACTION AGENDA

Date: February 8, 2012

Item: Mid Year Financial Status Report

Background: Two separate reports are provided for council consideration and review:

Treasury Cash and Investments Report as of November 30, 2011

This is in keeping with the external auditor's recommendation to periodically update the council as to the city's cash position and is a standard operational procedure in many agencies.

In addition to review of the city's cash position, this report reconciles the cash as reflected on the city's accounting records with the cash on deposit with its bank(s) and other financial institutions to validate internal control.

Mid Year Budget Report

Financial status reports are included in Council packets for public review and inspection each month, and the budget is continuously monitored. The purpose of this report is to provide for the opportunity for a brief presentation on the status of budget as compared to actual revenues and expenditures midway through the fiscal year, as of December 31, 2011.

The General Fund consists of four budget units: administration, law enforcement, fire services and public works. Overall the General fund is on target and actually expected to end the year in a better position than budgeted due to one time funding from (1) sale of surplus police equipment and (2) transfer of separately held asset seizure forfeiture funds to offset General Fund law-enforcement related expenses and (3) receipt of one time PG&E franchise fees due to boundary reassessment. A number of budget adjustments are recommended to recognize this revenue and provide funding for expenditures not anticipated during preparation of the budget. Excess revenues over expenditures will increase the fund balance forward for future budget year considerations.

- Expenditures for building inspection exceeded budget estimates due to contracting plan checking services for the pier project, but this is entirely offset by permit revenues (\$20,000).
- Moss Subdivision appeal not anticipated (\$2,322)

- Police vehicle maintenance expenditures were necessary to ready units for surplus (\$883, but more than offset by surplus sale revenue)
- Planning charges may exceed budget estimates due to unanticipated involvement in head vegetation issues and the Moss Subdivision appeal.
- Engineering expenses were budgeted in administration (201) but more appropriately applied to Public Works (501)
- Fire utilities budget line item did not take into account purchase of and filling the propane tank to support the fire station emergency generator (\$1,838)
- Fire budget for vehicle repairs did not anticipate \$3,400 in repairs to fire-fighting equipment.
- Public Works budget did not anticipate over \$2,300 in necessary transmission overall and front end work on one of its units.
- Budget for general materials and supplies is inadequate to provide for materials necessary (striping, signing, tools, traffic control devices) to support operations.

The Integrated Waste Management, Water and Cemetery Funds are on target and no budget adjustments are recommended at this time.

Proposed Action:

- (1) Receive the Treasury Cash and Investments Report as of November 31, 2011
- (2) Receive the mid year budget update and approve the following supplemental budgets:

General Fund Revenue:

201-54050 Building Inspection	\$ 20,000
201-56150 Franchise Fees	12,944
301-53090 Miscellaneous (asset seizure funds)	21,875
Total Revenue Increase	\$ 54,819

General Fund Expenditure:

201-71420 Building Inspection/contract svcs	\$ 20,000
201-75200 Municipal Expense	2,322
201-71340 City Planner	5,000
201-71210 Engineering (Adm)	- 5,000
501-71210 Engineering (PW)	5,000
301-78150 Police Vehicle Repairs	883
301-92100 Gains on Sale of Assets	- 8,815
401-75180 Fire Utilities	1,838
401-78150 Fire Vehicle Repair	3,400
501-78150 PW Vehicle Repair	2,300
501-78190 PW Materials & Supplies	3,000

Total Expenditure Increase \$ 29,928

City Of Trinidad
Treasury Cash and Investments Report
November 30, 2011

	<u>Maturity Date</u>	<u>% Yield to</u> <u>Maturity</u>	
Morgan Stanley Smith Barney			
Money Market checking	1 day	0.010	\$ 43,136
Certificate of Deposit	6/25/2012	2.300	80,739
Government entity bonds	09/15/2012-10/15/2014	4.375-4.625	314,589
			<u>438,464</u>
North Valley Bank checking	1 day	0.239	265,782
Local Agency Investment Fund	1 day	0.380	<u>1,060,211</u>
Total cash and investments			<u>\$ 1,764,457</u>

Fund Distibution

Governmental Funds	
General Fund	\$ 868,181
Other Funds	139,447
	<u>1,007,628</u>
Proprietary Funds	
Water Fund	609,849
Cemetary Fund	146,980
	<u>756,829</u>
Total cash and investments	<u>\$ 1,764,457</u>

City of Trinidad
Statement of Revenues and Expenditures
From 12/1/2011 Through 12/31/2011

	<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Revenue				
41010	0.00	0.00	115,000.00	100.00)%
42000	41,906.21	66,446.13	180,000.00	(63.09)%
43000	8,914.30	48,875.36	80,000.00	(38.91)%
47310	0.00	182.06	0.00	0.00)%
47350	0.00	704.32	0.00	0.00)%
49080	0.00	0.00	3,500.00	100.00)%
53010	0.00	25.50	100.00	(74.50)%
53020	185.73	11,657.06	15,000.00	(22.29)%
53060	0.00	50.00	0.00	0.00)%
53090	822.25	29,717.41	2,500.00	,088.70)%
54020	0.00	5,770.27	8,500.00	(32.11)%
54040	0.00	0.00	500.00	100.00)%
54050	100.00	27,507.03	10,000.00	175.07)%
54100	10.00	80.00	100.00	(20.00)%
54130	0.00	30.00	0.00	0.00)%
54150	90.00	7,911.00	7,500.00	5.48)%
54300	0.00	50.00	400.00	(87.50)%
56150	12,944.98	12,944.98	0.00	0.00)%
56400	1,680.68	10,084.08	19,620.00	(48.60)%
56500	0.00	5,000.00	5,000.00	0.00)%
56600	0.00	50.00	0.00	0.00)%
56650	0.00	1,977.66	4,200.00	(52.91)%
56700	1,295.00	7,285.00	8,500.00	(14.29)%
56800	0.00	0.00	500.00	100.00)%
59999	0.00	0.00	5,000.00	100.00)%
Total Revenue	<u>67,949.15</u>	<u>236,347.86</u>	<u>465,920.00</u>	<u>(49.27)%</u>

City of Trinidad
Statement of Revenues and Expenditures
201 - GFAdmin
From 12/1/2011 Through 12/31/2011

		Current Month	Year to Date	Total Budget - Original	% of Budget
	Expense				
60900	HONORARIUMS	250.00	1,500.00	3,000.00	50.00%
61000	EMPLOYEE GROSS WAGE	5,886.48	38,085.33	72,615.00	47.55%
61250	OVERTIME	0.00	0.00	1,500.00	100.00%
61470	FRINGE BENEFITS	46.16	300.04	0.00	0.00%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	0.00	8,746.00	100.00%
65100	DEFERRED RETIREMENT	209.46	1,355.43	0.00	0.00%
65200	MEDICAL INSURANCE AND EXPENSE	419.91	2,258.91	6,384.00	64.62%
65300	WORKMEN'S COMP INSURANCE	0.00	4,485.68	0.00	0.00%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	53.00	434.50	1,200.00	63.79%
65600	PAYROLL TAX	469.01	3,034.52	0.00	0.00%
68090	CRIME BOND	0.00	700.00	0.00	0.00%
68100	FIDELITY BOND	0.00	0.00	770.00	100.00%
68200	INSURANCE - LIABILITY	0.00	5,210.70	10,908.00	52.23%
68300	PROPERTY & CASUALTY	0.00	3,747.60	4,387.00	14.57%
71100	ATTORNEY-MEETINGS	(195.00)	481.50	15,000.00	96.79%
71110	ATTORNEY-ADMINISTRATIVE TASKS	1,097.24	3,102.54	8,000.00	61.22%
71130	ATTORNEY-LITIGATION	322.00	2,786.00	10,000.00	72.14%
71210	CITY ENGINEER-ADMIN. TASKS	395.75	442.25	7,000.00	93.68%
71220	CITY ENG-APPLICATION PROCESS	0.00	0.00	2,000.00	100.00%
71300	CITY PLANNER-MEETINGS	66.00	1,929.00	4,200.00	54.07%
71310	CITY PLANNER-ADMIN. TASKS	1,780.50	8,265.95	7,000.00	(18.09)%
71320	CITY PLANNER-APPL. PROCESS	1,542.00	6,207.00	7,000.00	11.33%
71330	CITY PLANNER-ENFORCEMENT	201.50	201.50	0.00	0.00%
71340	CITY PLANNER - SPECIAL PROJECT	720.00	2,622.00	20,000.00	86.89%
71400	BLDG.INSPECTOR-MEETINGS	351.82	1,211.82	0.00	0.00%
71410	BLDG INSPECTOR-ADMIN TASKS	0.00	4.69	0.00	0.00%
71420	BLDG INSPECTOR-PERMIT PROCESS	(4.50)	14,507.52	5,000.00	(190.15)%
71430	BLDG INSPECTOR-ENFORCEMENT	0.00	90.00	0.00	0.00%
71510	ACCOUNTANT-ADMIN TASKS	398.30	4,395.03	20,000.00	78.02%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	11,913.00	100.00%
72000	CHAMBER OF COMMERCE	0.00	4,000.00	4,500.00	11.11%
72100	BAD DEBTS	34.98	34.98	0.00	0.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	0.00	45.00	1,200.00	96.25%
75120	WASTE RECYCLING PICKUP/DISPOSA	1,440.00	1,440.00	0.00	0.00%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	0.00	1,500.00	100.00%
75170	RENT	650.00	3,900.00	7,800.00	50.00%
75180	UTILITIES	166.97	1,739.80	4,000.00	56.51%
75190	DUES & MEMBERSHIP	0.00	235.08	1,000.00	76.49%
75200	MUNICIPAL/UPDATE EXPENSE	13.98	2,336.63	7,500.00	68.84%
75220	OFFICE SUPPLIES & EXPENSE	191.30	2,791.90	4,500.00	37.96%
75240	BANK CHARGES	10.00	90.00	0.00	0.00%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	1,900.00	100.00%
76110	TELEPHONE	136.55	948.69	2,500.00	62.05%
76130	CABLE & INTERNET SERVICE	160.95	965.70	2,000.00	51.72%
76150	TRAVEL	0.00	0.00	1,500.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	236.22	1,738.16	3,500.00	50.34%
78190	MATERIALS, SUPPLIES & EQUIPMEN	184.07	1,166.66	5,000.00	76.67%
92200	UNREALIZED INVEST. GAINS/LOSSE	1,055.60	4,911.45	0.00	0.00%
	Total Expense	18,290.25	133,703.56	275,023.00	51.38%

City of Trinidad
Statement of Revenues and Expenditures
301 - Police
From 12/1/2011 Through 12/31/2011

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	1,229.57	9,393.93	19,585.00	52.04%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	0.00	2,359.00	100.00%
65300	WORKMEN'S COMP INSURANCE	0.00	603.62	0.00	0.00%
65600	PAYROLL TAX	94.24	719.80	0.00	0.00%
71510	ACCOUNTANT-ADMIN TASKS	341.40	3,767.19	0.00	0.00%
75170	RENT	650.00	3,900.00	7,800.00	50.00%
75180	UTILITIES	187.62	1,105.30	1,200.00	7.89%
75190	DUES & MEMBERSHIP	0.00	122.00	0.00	0.00%
75220	OFFICE SUPPLIES & EXPENSE	0.00	72.60	300.00	75.80%
75300	CONTRACTED SERVICES	0.00	0.00	82,745.00	100.00%
75350	ANIMAL CONTROL	113.00	678.00	1,396.00	51.43%
75990	MISCELLANEOUS EXPENSE	0.00	44.76	0.00	0.00%
76110	TELEPHONE	81.12	482.72	1,800.00	73.18%
78150	VEHICLE REPAIRS	0.00	882.45	0.00	0.00%
78210	Advertising Outreach & Project	0.00	61.50	0.00	0.00%
92100	UNREALIZED GAINS/LOSSES	0.00	(8,815.00)	0.00	0.00%
	Total Expense	<u>2,696.95</u>	<u>13,018.87</u>	<u>117,185.00</u>	<u>88.89%</u>

City of Trinidad
Statement of Revenues and Expenditures
401 - Fire
From 12/1/2011 Through 12/31/2011

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
60900	HONORARIUMS	150.00	900.00	1,800.00	50.00%
75180	UTILITIES	82.76	2,051.40	800.00	(156.43)%
75190	DUES & MEMBERSHIP	0.00	0.00	10.00	100.00%
75260	BACKGROUNDS / EDUCATION	0.00	0.00	1,000.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	175.00	100.00%
76110	TELEPHONE	7.55	29.80	175.00	82.97%
76140	RADIO & DISPATCH	0.00	163.26	0.00	0.00%
78140	VEHICLE FUEL & OIL	68.22	68.22	750.00	90.90%
78150	VEHICLE REPAIRS	0.00	3,715.74	3,000.00	(23.86)%
78160	BUILDING REPAIRS & MAINTENANCE	215.18	1,072.27	500.00	(114.45)%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	6,902.77	7,500.00	7.96%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,500.00	100.00%
90000	Capital Reserves	0.00	0.00	50,000.00	100.00%
	Total Expense	<u>523.71</u>	<u>14,903.46</u>	<u>67,210.00</u>	<u>77.83%</u>

City of Trinidad
Statement of Revenues and Expenditures
501 - PW (Public Works)
From 12/1/2011 Through 12/31/2011

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	3,204.77	19,796.27	39,180.00	49.47%
61250	OVERTIME	60.84	60.84	3,000.00	97.97%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	0.00	4,720.00	100.00%
65100	DEFERRED RETIREMENT	156.99	924.19	0.00	0.00%
65200	MEDICAL INSURANCE AND EXPENSE	1,462.56	8,773.17	21,113.00	58.45%
65300	WORKMEN'S COMP INSURANCE	0.00	1,846.76	0.00	0.00%
65600	PAYROLL TAX	262.18	1,588.86	0.00	0.00%
68200	INSURANCE - LIABILITY	0.00	473.70	992.00	52.25%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	3,296.75	0.00	0.00%
71250	CITY ENGINEER - PROJECT FEES	0.00	4,596.25	2,500.00	(83.85)%
71510	ACCOUNTANT-ADMIN TASKS	0.00	0.00	1,100.00	100.00%
75180	UTILITIES	0.00	35.52	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	0.00	1,500.00	100.00%
75370	UNIFORMS/PERSONAL EQUIP.	0.00	81.77	0.00	0.00%
78100	STREET MAINT/REPAIR/SANITATION	0.00	722.43	114,700.00	99.37%
78120	STREET LIGHTING	331.69	1,945.18	4,800.00	59.48%
78125	Street Lighting - Improvements	0.00	0.00	40,000.00	100.00%
78130	TRAIL MAINTENANCE	56.61	96.28	1,000.00	90.37%
78140	VEHICLE FUEL & OIL	310.33	2,151.03	3,000.00	28.30%
78150	VEHICLE REPAIRS	0.00	3,208.69	2,000.00	(60.43)%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	265.07	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	239.59	3,552.27	2,500.00	(42.09)%
	Total Expense	<u>6,085.56</u>	<u>53,415.03</u>	<u>242,105.00</u>	<u>77.94%</u>

City of Trinidad
Statement of Revenues and Expenditures
204 - IWM
From 12/1/2011 Through 12/31/2011

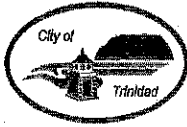
		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
46000	GRANT INCOME	0.00	5,000.00	5,000.00	0.00%
47600	BLUE BAG SALES	192.00	1,759.00	3,500.00	(49.74)%
47650	RECYCLING REVENUE	0.00	14,840.38	32,000.00	(53.62)%
	Total Revenue	192.00	21,599.38	40,500.00	(46.67)%
Expense					
61000	EMPLOYEE GROSS WAGE	1,032.82	6,638.47	13,265.00	49.95%
61250	OVERTIME	20.28	20.28	0.00	0.00%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	0.00	1,598.00	100.00%
65100	DEFERRED RETIREMENT	86.01	527.82	0.00	0.00%
65200	MEDICAL INSURANCE AND EXPENSE	417.95	2,507.15	6,461.00	61.20%
65300	WORKMEN'S COMP INSURANCE	0.00	591.62	0.00	0.00%
65600	PAYROLL TAX	87.15	549.73	0.00	0.00%
75120	WASTE RECYCLING PICKUP/DISPOSA	0.00	7,040.00	16,000.00	56.00%
75130	GARBAGE	0.00	556.99	0.00	0.00%
75140	BLUE BAG PURCHASES	0.00	1,590.00	3,500.00	54.57%
78100	STREET MAINT/REPAIR/SANITATION	404.95	2,242.49	7,000.00	67.96%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	1,000.00	100.00%
78210	Advertising Outreach & Project	88.80	88.80	0.00	0.00%
85000	CAPITAL OUTLAY	0.00	4,719.45	4,800.00	1.68%
	Total Expense	2,137.96	27,072.80	53,624.00	49.51%
	Net Income	(1,945.96)	(5,473.42)	(13,124.00)	(58.29)%

City of Trinidad
Statement of Revenues and Expenditures
601 - Water
From 12/1/2011 Through 12/31/2011

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
53020	INTEREST INCOME	0.00	0.00	20,000.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	180.00	560.00	1,000.00	(44.00)%
57100	WATER SALES	17,137.21	111,089.75	221,000.00	(49.73)%
57300	NEW WATER HOOK UPS	0.00	0.00	9,000.00	(100.00)%
57500	WATER A/R PENALTIES	1,862.95	8,856.69	6,000.00	47.61%
	Total Revenue	19,180.16	120,506.44	257,000.00	(53.11)%
Expense					
61000	EMPLOYEE GROSS WAGE	6,534.60	41,835.71	83,354.00	49.81%
61250	OVERTIME	101.40	101.40	5,000.00	97.97%
65000	EMPLOYEE TAXES, INSUR & BENEFIT	0.00	0.00	10,040.00	100.00%
65100	DEFERRED RETIREMENT	562.76	3,468.67	0.00	0.00%
65200	MEDICAL INSURANCE AND EXPENSE	2,854.59	17,125.35	43,590.00	60.71%
65300	WORKMEN'S COMP INSURANCE	0.00	3,877.88	0.00	0.00%
65600	PAYROLL TAX	551.08	3,463.67	0.00	0.00%
68200	INSURANCE - LIABILITY	0.00	3,789.60	7,933.00	52.23%
68300	PROPERTY & CASUALTY	0.00	2,498.40	2,925.00	14.58%
71110	ATTORNEY-ADMINISTRATIVE TASKS	201.50	201.50	4,500.00	95.52%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	43,620.00	100.00%
71230	ENGINEER-SPECIAL PROJECTS	811.50	14,785.50	14,848.00	0.42%
71510	ACCOUNTANT-ADMIN TASKS	398.30	4,395.03	9,000.00	51.17%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	9,000.00	100.00%
75180	UTILITIES	1,711.36	6,738.43	14,000.00	51.87%
75190	DUES & MEMBERSHIP	0.00	236.68	900.00	73.70%
75220	OFFICE SUPPLIES & EXPENSE	492.49	1,463.89	2,000.00	26.81%
75230	INTEREST EXPENSE	182.88	824.16	1,935.00	57.41%
75240	BANK CHARGES	0.00	10.00	0.00	0.00%
75280	TRAINING / EDUCATION	0.00	315.00	0.00	0.00%
75990	MISCELLANEOUS EXPENSE	34.08	34.08	250.00	86.37%
76110	TELEPHONE	63.21	393.67	1,500.00	73.76%
76130	CABLE & INTERNET SERVICE	49.00	294.00	588.00	50.00%
76160	LICENSES & FEES	1,890.00	2,245.01	2,200.00	(2.05)%
78140	VEHICLE FUEL & OIL	105.07	977.24	3,000.00	67.43%
78150	VEHICLE REPAIRS	0.00	1.39	1,500.00	99.91%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	265.07	2,000.00	86.75%
78170	SECURITY SYSTEM	746.80	997.80	276.00	(261.52)%
78190	MATERIALS, SUPPLIES & EQUIPMENT	8.83	4,256.11	5,000.00	14.88%
78200	EQUIPMENT REPAIRS & MAINTENANCE	0.00	280.94	500.00	43.81%
79100	WATER LAB FEES	0.00	1,415.00	5,500.00	74.27%
79120	WATER PLANT CHEMICALS	722.89	4,089.29	16,000.00	74.44%
79130	WATER LINE HOOK-UPS	0.00	0.00	4,000.00	100.00%
79150	WATER LINE REPAIR	0.00	720.00	20,000.00	96.40%
79160	WATER PLANT REPAIR	910.50	910.50	10,000.00	90.89%
	Total Expense	18,932.84	122,010.97	324,959.00	62.45%
	Net Income	247.32	(1,504.53)	(67,959.00)	(97.79)%

City of Trinidad
Statement of Revenues and Expenditures
701 - Cemetery
From 12/1/2011 Through 12/31/2011

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
53020	INTEREST INCOME	0.00	0.00	3,000.00	(100.00)%
58100	CEMETERY PLOT SALES	100.00	3,600.00	9,000.00	(60.00)%
58150	Cemetery Plot Refunds	0.00	(2,820.00)	0.00	0.00%
	Total Revenue	100.00	780.00	12,000.00	(93.50)%
	Expense				
61000	EMPLOYEE GROSS WAGE	683.74	4,379.45	8,727.00	49.82%
61250	OVERTIME	20.28	20.28	0.00	0.00%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	0.00	1,051.00	100.00%
65100	DEFERRED RETIREMENT	44.08	256.51	0.00	0.00%
65200	MEDICAL INSURANCE AND EXPENSE	352.70	2,115.65	5,184.00	59.19%
65300	WORKMEN'S COMP INSURANCE	0.00	430.44	0.00	0.00%
65600	PAYROLL TAX	57.20	356.04	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	0.00	500.00	100.00%
78180	OTHER REPAIR & MAINTENENCE	0.00	0.00	500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	88.80	88.80	500.00	82.24%
	Total Expense	1,246.80	7,647.17	16,462.00	53.55%
	Net Income	(1,146.80)	(6,867.17)	(4,462.00)	53.90%



DISCUSSION AGENDA ITEM 7

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

7. Discussion/Decision to reconsider Event Host requirement for Town Hall events.

DISCUSSION AGENDA ITEM

Date: February 08, 2012

Item: Reconsider decision to hire "Event Host(s)" for Town Hall event supervision.

Background Info:

At the November 10 regular meeting, the Council decided on a number of amendments/upgrades to the Town Hall Rental Agreement policies and procedures. Fees were adjusted, a fee component to establish a maintenance reserve fund was incorporated, rental rates for Saunders Park reservations were determined, and city staff was directed to implement the service of Event Host for parties with attendance over 100 or where alcohol was to be served.

Rental Agreement procedures and rate adjustments have been implemented and initiated. However, after much review, consideration and discussion, and preparation of a draft detailed job description, city staff requests that the Council reconsider the decision to hire an Event Host for a variety of reasons, including:

- The position will likely require multiple employees to provide adequate coverage throughout the busiest months. Hiring, coordinating, training and supervising multiple employees (contract or payroll) is time consuming and riddled with potential for last minute problems. In addition, should regular city staff need to substitute due to unavailability of event host, an overtime situation would occur which would require appropriate overtime compensation.
- Tenants who pay for an event host will likely expect more from services from the City. No matter how clear the explanation is to the tenant what the Event Host is there to do, larger events can be hectic and tenants will rely on or insist that the Host be readily available for chores that are not their responsibility. Conflict may arise from the expectations, and drag the Host's supervisors into unnecessary disagreements with the tenant following the event.
- The City's Rental Agreement and Policies are comprehensive. They are designed to protect the City from tenant caused accidents, and cover expenses related to damages (major or minor) to the facility. If implemented properly, event safety and security is built in to the process.
- Until City staff is equipped with the time to manage and coordinate pool of Event Host employees to consistently attend every event, it is best to either postpone the decision to recruit Hosts or rescind the decision all together.

Staff is certainly open to discussion on this issue, but at this time suggests that the current Policies and Procedures adequately suit the City's needs.

Proposed action: *Reconsider hiring an Event Host for tenant users of the Town Hall with attendance over 100, and proceed with implementation of the November 2011 updated Rental Agreement and Policies.*

Attachments: None.